

Payne Phalen District Five Planning Council JOB ANNOUNCEMENT

Community Outreach and Administrative Assistant

Classification: FTE Salaried

Responsible to: Executive Director / Lead Organizer

Salary: \$28,000 – 29,000 with full health benefit

Hiring immediately – resumes accepted at d5-director@visi.com and JOBS@paynephalen.org

Organizational Mission: To improve our Payne Phalen neighborhoods by engaging, educating and empowering all residents in our diverse community.

Key Responsibilities: This position works closely with the Executive Director / Lead Organizer and as team staff to support the administrative, communications, reception and special event and meeting coordination functions of this active District Council. The individual hired will provide key support for day to day office functions, support effective volunteerism, and coordinate community outreach efforts. This position also provides direct staff support to the recycling and clean up programs, community outreach and East Side Restorative Justice programs.

Administrative Support

- Coordinate meeting logistics and community outreach efforts to support District Five organizing activities.
- Conduct initial intake, and provide support and referral to residents seeking assistance or resources.
- Provide a positive experience for all who connect with the agency by phone or as drop in visitors. Refer individuals as appropriate to other District Five staff and local resources.
- Perform clerical tasks including mailing of meeting notices and announcements, composition of routine correspondence, professional phone reception. Prioritize issues and contacts under the direction of the Executive Director. Proactively forward information and community issues to staff organizers.
- Input all current participation data using MS Word and MS Excel.
- Assertively communicate, confirm priorities, sequence tasks logically and flexibly schedule assignments.
- Process, document and copy billing documents per contract specifications and fiscal policy. .
- Assemble and process mailings, training manuals and maintain meeting kits and rosters.
- Assist with financial recordkeeping tasks and support internal control policy.

Communications

- Create outreach materials using MS Word or MS Publisher. Apply layout skills to a variety of media.
- Update and maintain the District Five website (training provided). www.paynephalen.org
- Collect and distribute new resource information for residents, maintain public information resources available at the District Five office – and assist with creating New Neighbor information packets
- Maintain official organizational records, update the office schedule and accurately file all activity and participant records.
- Produce routine correspondence and form letters.
- Support Neighborhood Leadership Network leaders with resource needs and support.
- Assist with publication of District Five communications such as the Payne Phalen Planner or local newsletters by gathering resource information from other neighborhood organizations;

Office Management

- Inventory supplies and place orders with vendors. Maintain and troubleshoot equipment or service vendor issues as assigned.
- Maintain a welcoming office environment and supervise office maintenance.
- Supervise community service volunteers, providing guidance and support as necessary.
- Maintain primary filing systems for District Five records, minutes, documents, and reports of the board and its committees and for correspondence and other data.
- Coordinate the distribution of Recycling bins and provide neighborhood information to residents.

Community Relations & Special Event Management

- Treat all people with the utmost respect and consideration.
- Demonstrate appreciation and respect for community diversity.
- Positively promote the District Five Planning Council and the Payne Phalen neighborhood.
- Capably maintain appropriate confidentiality and professionalism in all contacts.
- Assist in all special event planning and program efforts of District Five as requested.
- This position provides key logistic coordination for District Five community events such as Clean Ups and Annual Meeting and provides ongoing support for the East Side Restorative Justice Program.

Qualifications

College degree. Consideration may be given to equivalent life and work experience

This position requires a high level of comfort with applying web, internet and pc technology to advance agency goals and build capacity.

Previous experience in nonprofits and community settings working with diverse populations.

Bi-lingual and cross cultural experience preferred.

Excellent oral and written communication skills.

Highly attentive to detail and accuracy.

Ability to take direction easily and to work with initiative and creativity.

Excellent community relations skills. Willingness to learn about the community and local issues.

Demonstrates a high level of comfort and skill using pc technology and software. (MS Office Professional, Outlook, web hosted applications)

Professional volunteer coordination experience preferred.

Mature judgment, respect for professional boundaries and appropriate confidentiality.

Office management systems and skills required working with files, paperwork and data.

Must be able to lift 25 lbs.

Must have own transportation available to transport meeting supplies/equipment.

Some flexibility in scheduling is possible. The position is typically 10:00 to 6:00 p.m., Monday – Friday with some evenings and weekend dates.

The position is open until filled. We are hiring immediately. To learn more about the organization and community we serve, go to www.paynephalen.org to be considered for this position, please send your resume and cover letter to:

Payne Phalen District Five Planning Council
JOBS@paynephalen.org
Attn: Leslie McMurray, Executive Director
506 Kenny Road, Suite 130
Saint Paul, MN 55130
<http://www.paynephalen.org>

651-774-5234