



JOB OPENING: MARCH 14, 2016

CLOSING DATE: April 15, 2016

Job Title: Program Assistant

Reports To: Community Mobilizer/Project Manager

Nature of Work: The City of Evansville commissioned a long-term comprehensive community development initiative that aims to support the implementation of a locally-driven quality-of-life plan in the Jacobsville neighborhood. ECHO Housing Corporation (EHC) serves as the convening agency for the comprehensive community development initiative and along with community partners launched the initiative in 2012, known as Jacobsville Join In (JJI). JJI works with residents, stakeholders and local leadership to develop a neighborhood vision, goals and plan that will be used to leverage resources to implement the vision for the Jacobsville neighborhood. In 2013, applying the efforts of Jacobsville Join In, EHC applied for and received a Byrne Criminal Justice Initiative (BCJI) Planning and Enhancement grant from the U.S. Department of Justice to assist the Jacobsville community carry out core concepts through comprehensive research identifying crime “hot spots” and crime drivers; and utilizing evidence-based programs to impact neighborhood crime. The project is known as the Jacobsville Crime Free Alliance.

JJI engages people to work together to solve their own problems and change their neighborhood for the better. Our role is to see that the people and structures are in place to create coherence and integrity for the neighborhood. JJI is responsible for expanding the membership base, maintaining a focus on action, and preserving democratic, participatory structures and processes.

Key Responsibilities:

Program Assistant performs organizational and office support activities for Community Mobilizer/BCJI Project Manager and Jacobsville Join In.

- Fulfill the administrative needs of JJI, including, but not limited to:
 - Organize and maintain office filing system
 - Inventory, maintain and order office supplies
 - Field telephone calls
 - Receiving and directing visitors
 - Maintain clean and well-kept office environment.
- Support internal and external communications for meetings, events, community outreach/engagement and presentations, including, but not limited to:
 - Process and schedule requests for materials
 - Schedule regular workgroup and/or committee sessions
 - Assists with preparations, communicating and setting up for meetings, activities or events
 - Create and update meeting notes for JJI Planning Committee, JJI workgroups and BCJI Cross-Sector Team. Maintain project timelines, including workgroup and committee reminders of deadlines
 - Prepares individual and bulk mail including, thank you notes, cards, fundraising letters/invoices, event invitations or newsletters

- Maintain RSVP for meetings and events
- Compose Early Action Grant annual summaries
- Connect residents and stakeholders with requested community resources
- Input and maintain contact, mail, fundraising and other necessary databases with participant and prospect information and mailing list
- Participate in regular staff meetings, staff training programs, supervisory sessions, and accept the responsibility for aiding the development of positive team relationships as requested.
- Assist in the development and implementation of new and ongoing projects:
 - Serve as documenter and assist workgroups and committees with workplan development and accountability during project/task development. Pursue and gather internal and external meeting assignments.
 - Help with data-gathering, surveys and assist with preparations and conducting focus groups as needed
 - Serve as support to Mobilizer, workgroups and committees.
- Performs other duties as required.

Required Education and Experience:

Knowledge, skill and development equivalent to completion of two years of college. Two years of previous experience, preferably in administrative, program/project facilitation, or an acceptable equivalent combination of education and experience.

Required Skills, Knowledge and Abilities:

- Exceptional interpersonal skills and ability to work well with others and ability to work well with multiple work styles; nonjudgmental, open personal qualities and clear sense of boundaries.
- Initiative to work independently, follow through and meet deadlines. Taking responsibility and staying organized is essential in coordinating people, places and projects.
- Ability to develop and maintain good working relationships with community partners, residents, stakeholders, funders, vendors and suppliers is vital.
- Good documentation skills.
- Ability to communicate effectively both orally and in writing.
- Ability to motivate people and be sensitive to their needs. Respect for confidentiality.
- Skill in providing support in the planning, coordinating and implementation of programs to meet the diverse needs of the community.
- Knowledge of community resources.
- Ability to work flexible hours, including some evenings and weekends. Standard hours 9:00 a.m. to 6:00 p.m. Monday through Friday.
- Excellent organizational skills, capacity for prioritizing tasks, and ability to handle a wide range of tasks simultaneously.
- A courteous, professional work style and ability to handle pressure gracefully.
- Strong Internet and computer skills and proficiency in MS Office – Word, PowerPoint, Excel, Outlook; AV, and social media,

Send resume to: [Jacobsville Join In, 621 N. Main St., Evansville, IN 47711](mailto:jennifer-mason5@sbclglobal.net); or via email jennifer-mason5@sbclglobal.net