Program Assistant Job Description

Organization Description:
Mt. Vernon Manor Community Development Corporation (MVM) is a community-based nonprofit organization based in the West Philadelphia community of Mantua. Established in 1977 to address the need for quality, affordable housing in the Mantua neighborhood of West Philadelphia, MVM additionally serves as a hub for ongoing neighborhood revitalization and critical services that meet the needs of residents. In 2010, Mt. Vernon Manor CDC received a HUD Choice Neighborhoods Initiative Planning Grant to lead the creation of a community-driven neighborhood plan for Mantua. The planning process, dubbed “We Are Mantua! (WAM)”, was completed in June 2013 and identified seven (7) key neighborhood priorities that have since guided the efforts of MVM and community stakeholders. Mt. Vernon Manor CDC’s success is based in our practice of building authentic relationships, empowering and engaging residents, and working collaboratively with multiple sectors to facilitate collaboration and coordination. We are seeking a committed and multi-talented Program Assistant to join our team during an exciting time of growth and opportunity.

Key Responsibilities:
The Program Assistant reports to the Executive Director and will be responsible for carrying out a full range of office support work as part of a team to meet the ongoing and/or evolving business needs of the Community Development Corporation (CDC). The ideal candidate must be proactive, well organized, possess outstanding administrative and computer software skills, able to handle multiple tasks, able to complete work within given deadlines, have excellent oral and written communication skills, and be able to relate well with others. The Program Assistant must have a positive and client-service attitude, initiative, reliability, resourcefulness and follow-through on team priorities.

- Gain keen knowledge of various aspects of target neighborhoods, including strengths, assets, challenges, individuals, local groups, informal and/or geographic community boundaries, etc.;
- Perform partner outreach and community engagement activities as needed;
- Attend civic meetings, community garden and greenway meetings and other local community meetings;
- Assist community residents with requests related to housing, energy, health, and employment;
- Assist with fund development tasks including proposal development, compliance, and reporting;
- Provide Grants Management assistance including but not limited to processing federal grant awards, consultant agreements, disbursement requests, invoices, and managing all compliance and reporting requirements;
- Use knowledge of the needs of the organization and community members to help with daily tasks;
Perform routine clerical work as required, including: preparing letters, producing outreach materials, coordinating purchases, filing, answering phones, updating newsletters, taking and preparing meeting notes, and other duties as assigned;
Connect people with needs to city agencies, social service providers and possess the ability to meet client’s needs;
Work with CDC leadership, and technical assistance provider(s) to develop plans to strengthen the CDCs capacity to support resident organizing in support of neighborhood revitalization and;
Develop effective social messaging strategies to highlight the impact of the CDC’s work.

Qualifications:
• Bachelor’s degree from an accredited college or university is preferred but not required.
• Flexible self-starter who can work without close supervision, keep multiple tasks moving simultaneously and demonstrate initiative.
• Relevant experience in community development, community organizing, administrative assistance or a related field is required.
• Exceptional interpersonal and project management skills and deep understanding of the community development field.
• Demonstrated ability to manage multiple, complex matters and programs at various stages and coordinate with multiple internal and external parties to meet deadlines.
• Excellent writing and oral presentation skills.
• Proficiency in Microsoft Office suite, including Word, PowerPoint and Microsoft Excel.
• Experience using WordPress is a plus.
• Experience with social media, a plus.
• Ability to work days with some evening and Saturdays work required.

MT. VERNON MANOR IS AN EQUAL OPPORTUNITY EMPLOYER, COMMITTED TO DIVERSITY AND INCLUSION

Please include a cover letter & resume. Send to: info@mvmdc.org or Mt. Vernon Manor CDC, 631 N. 39th Street, Philadelphia, PA 19104 no later than June 30, 2019.

Job Type: Full-time

Experience:
• Presentation Skills: 1 year (Required)
• Community development, community organizing or community outreach: 2 years (Required)
• Microsoft Office (Word, Excel, PowerPoint): 2 years (Required)

Location:
Philadelphia, PA (Required)

Work authorization:
United States (Required)