

PACDC Job Announcement Part-Time Programs Assistant

Description of Employer

The Philadelphia Association of Community Development Corporations (PACDC) is the leading voice of equitable neighborhood revitalization in Philadelphia. As a membership association, PACDC fosters strong community development corporations and nonprofit community organizations by enhancing their skills and advocating for resources and policies to create a just and inclusive Philadelphia. Our advocacy has led to more than \$350 million in new local dollars for affordable homes and community economic development over the last 15 years, and our Community Development Leadership Institute has trained over 3,000 people since it's founding in 2013. Together, PACDC and our members help create an equitable city where every Philadelphian lives, works, and thrives in a neighborhood that offers an excellent quality of life.

Job Summary

The Programs Assistant will advance strategies to support the growth and engagement of PACDC's membership and provide support to the Philadelphia Community Development Leadership Institute, PACDC's training and technical assistance arm. The Programs Assistant will work closely with the Membership and Communications Manager, Director of Programs, and other staff to provide program and database assistance. This position reports to the Membership and Communications Manager.

Responsibilities

- Provide support for PACDC's Community Development Leadership Institute (CDLI) trainings, Equitable Development Conference, CDLI Advisory Board, and other work—including logistics, registration, and evaluation
- Maintain organization's integrated database system (NationBuilder), including updating contact information, generating reports, and analyzing data
- Create semi-monthly funding opportunities newsletter
- Regularly update pacdc.org with job postings, trainings, publications, and organizational updates
- Assist with registration and logistics for annual fundraiser
- Support the publication of PACDC's annual magazine by interviewing award winners, writing articles, and tracking outstanding content
- Work with Membership and Communications Manager to develop and implement a plan to grow PACDC's membership and engagement of its members
- Work with Signature Events Series Development Committee to manage supporter spreadsheet and outreach

Qualifications

- Excellent oral and written communication skills
- Ability to multi-task and pay close attention to detail
- Adept at Microsoft Office programs, especially Outlook, Word, and Excel
- Ability to self-start and prioritize work
- Familiarity with databases, web posting and Survey Monkey helpful, but not required
- Familiarity with Philadelphia's neighborhoods and non-profit organizations a plus
- Enthusiasm for working collaboratively to create an equitable Philadelphia

Compensation & How to Apply

This is a non-exempt 20 hour a week position that pays up to \$17 per hour. Benefits include pro-rated Paid Time Off, Employer 401k contribution after one year of employment, professional development, commuter benefits, schedule flexibility, and a supportive working environment.

Please EMAIL resume and cover letter with the subject heading “Programs Assistant” to: programjobsearch@pacdc.org

PACDC is currently working remotely, so we are only accepting resumes via email (no calls please). We will notify candidates that proceed to the interview stage, which will take place over Zoom. This position will be remote until we return to the office (date TBD).

PACDC is an Equal Opportunity Employer. People of Color and Women are encouraged to apply.