



Role Summary

The Neighborhood Revitalization Administrative Assistant position is for a highly organized individual, that is key to assisting and executing programs and processes designed to advance the neighborhood revitalization (NR) initiatives. This individual will work in lock step with the NR Director and NR Coordinator to see the advancement of the Community One mission, as well as activation of the resident voiced, resident led quality-of-life plan for neighbors in Tepe park, as well as the other LYN Neighborhoods.

This role is best suited for an individual who is strong in data collection, organization, and analysis as well as someone passionate and dedicated to seeing wholistic restoration of neighbors and neighborhoods.

This is a part-time role, scheduled for 20-30 hours per week, with opportunity to grow and develop into full-time capacity. Working hours include a flexible combination of a regular weekly schedule with evening and weekend participation in the neighborhood. This individual reports directly to the Neighborhood Revitalization Director.

Qualifications & Skills

- Experience with quantitative research, statistical analysis, and data management.
- Strong administrative experience and ability to assist with the resident engagement database, as well as the volunteer database management systems.
- Experience with project management and the ability to execute tasks quickly and efficiently.
- Ability to clearly communicate technical information to a wide variety of audiences, possess strong written and oral communication skills.
- Outstanding organizational and interpersonal skills, and the ability to be flexible with a diverse workload.
- Ability to turn abstract ideas into practical solutions.
- Comfort with ambiguity and show the ability to find clarity and clear direction in a fast pace, every evolving environment.
- Strong computer literacy and skills, including: experience and proficiency in desktop computer skills (like Microsoft excel) with willingness to learn/use the Mac OS X operating system, email, Google Calendar, and Google Drive.

Essential Functions

- Approach this role daily as an expression of your Christian faith, and an opportunity to love your neighbor as yourself and to empower others to do the same.
- Collect, input, and maintain records and data for the neighborhood revitalization and love your neighborhood initiatives.
- Support Communication Infrastructure both internally to residents and to the wider community (networking, advocacy, and storytelling) through various mediums, such as social media, email, text, etc.
- Assist in the gathering and documentation of neighbor and neighborhood stories.
- Implement measurements and evaluation metrics for program goals, and neighborhood revitalization initiatives.
- Participate in NR program event coordination, development, logistics, as well as the implementation process.
- Participate in the organization and enhancement of the resident engagement database, including tracking the progression and development of relationships.
- Support the NR team in tracking and advancing the quality-of-life goals and actions as voiced and defined by residents.
- Assist in the construction and execution of program goals, while ensuring a tracking method is implemented to log the progress and accountability of goal completion.
- Inventory existing data landscape for the NR initiative, including sources, accessible data, and potential major gaps, in order to create a plan to collect all data needed to be successful in the effort.

Faithfulness

Community One is a Christian workplace. Since our work is both physical and spiritual in nature, staff members must possess both the outward Christian faith as well as the skills to accomplish all elements of the role. As a public role in a Christian organization, this role requires:

- Agreement with the Community One *Statement of Faith* and *Staff Covenant*.
- A Christian faith that is rooted in prayer and humility—equipping you to thrive in an overtly Christian organization.
- A faith that is attractive to others and can draw out a unity toward living out the love of Christ to all; and you can serve in the organization through that love.

These statements are intended to describe the general nature and level of work being performed, and are not to be construed as an exhaustive list of duties and requirements. Additional duties may be assigned from time to time as deemed appropriate and/or necessary.