



## **PROGRAM ASSISTANT**

Mt. Vernon Manor CDC (MVM) seeks a motivated Program Assistant to join our team. MVM is a non-profit community development corporation dedicated to strengthening communities and families in West Philadelphia.

### **Our Organization**

Mt. Vernon Manor CDC is an experienced affordable housing developer and community partner located in the Mantua neighborhood of West Philadelphia. Our mission is to provide affordable housing opportunities; to encourage West Philadelphia residents to nurture caring families; and to champion a robust and sustainable environment and quality of life in West Philadelphia. Our goal is to help residents realize a shared vision of equitable development without displacement and to ensure that our community remains diverse, inclusive, and welcoming to all. See <http://www.mvmcdc.org/> for more information.

### **The Program Assistant**

The Program Assistant will be responsible for carrying out a full range of programmatic and office support work to help meet the ongoing and evolving needs of MVM and our communities. Core duties will include implementing MVM's Neighborhood Energy Center (NEC) outreach, education, and resource access program; assisting the Neighborhood Advisory Committee (NAC) Coordinator to implement a range of community-serving programs relating to housing and employment support; and supporting office-wide operations. The Program Assistant will report directly to MVM's Executive Director.

Specific responsibilities of the Program Assistant include:

- Conducting extensive outreach, intake, and popular education around MVM, NAC, and NEC programs, events, and resources;
- Planning, scheduling, implementing, and documenting community-based workshops to provide area residents with information and resources pertaining to home weatherization, energy-efficient technologies, utility programs and rebates, and other topics;
- Connect people with needs to city agencies, social service providers and possess the ability to meet client's needs;
- Support communications and marketing strategies to highlight MVM's impacts;
- Attend civic meetings, community garden and greenway meetings and other local community meetings;

- Provide grant management and operations assistance including but not limited to: processing public and private sector grant awards, consultant agreements, disbursement requests, invoices, and managing all compliance and reporting requirements;
- Perform routine clerical work as required, including but not limited to: preparing letters, co-producing outreach materials, coordinating purchases, filing documents, answering phones, and taking and preparing meeting notes; and
- Other duties as assigned by the Executive Director

### **Our Ideal Candidate**

MVM is looking for smart, creative, and hardworking people to join our team. Our ideal candidate enjoys the diverse roles required for project coordination and is comfortable working in a fast-paced, community-based environment. They will bring enthusiasm and a sense of humor to the work, and possess many of the following skills and qualifications:

- Bachelor’s degree from an accredited college or university is preferred but not required;
- Self-starter who can work without close supervision and effectively manage multiple tasks;
- Relevant experience in community development, organizing, administrative assistance or a related field;
- 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 written and oral communication skills;
- Proficiency in Microsoft Office suite, including Word, Excel, PowerPoint, and Publisher
- Experience with social media platforms including Facebook and Instagram; familiarity with WordPress a plus

### **The Application Process**

Please submit a resume and a cover letter documenting your experience and interest in or any questions about this position to [info@mvmcdc.org](mailto:info@mvmcdc.org) with the subject line “Safety and Justice Coordinator.” Applications must be received no later than October 31, 2021.

The anticipated starting salary for this position is approximately \$35,000 annually, commensurate with experience and qualification, plus a generous benefits package.

*Mt. Vernon Manor CDC is an Equal Opportunity employer and actively recruits people of color, women, people with disabilities, members of the LGBTQ community, immigrants, and people from low-income backgrounds. We strongly encourage applications from people with lived experiences in the communities with which we work.*