

Old Algiers Main Street Corporation (OAMSC) is a 501(c)3 non-profit organization dedicated to the preservation and revitalization of the historically commercial corridors of Old Algiers.

OAMSC is currently seeking a part-time Community Engagement & Outreach Assistant. You will be responsible for assisting the Program Manager with the development of a neighborhood plan that helps address workforce training/career opportunities for residents of Old Algiers, especially those between the ages of 16-40 years of age. You will support the Program Manager and committee volunteers as a community liaison and support staff for outreach activities engaging businesses, residents, government officials, as well as community organizations.

Our ideal candidate has extensive knowledge of community resources, strong network building capacity, practical communication skills to conduct grassroots awareness and education activities, interpersonal and decision-making skills and the ability to serve as an effective liaison with the Program Manager and the OAMSC board members. Social media skills are needed to organize as well as facilitate virtual meetings and community engagement among youth and young adults in the neighborhood of Old Algiers.

QUALIFICATIONS:

- Bachelor's degree in appropriate discipline is preferred but not required..
- One-two years of previous experience in community outreach, public, or non-profit services; grant management, marketing, or similar fields is preferred but not required.
- Strong organizational skills are essential.
- Excellent interpersonal, written and verbal communication skills are essential for professional and appropriate communication with diverse groups of individuals.
- Ability to work independently with minimal supervision.
- May be required to work on weekdays, evenings, and/or weekends, as needed.
- Must be able to arrive at scheduled meetings and events in a timely manner ready to perform job responsibilities.

RESPONSIBILITIES:

- Organizes, manages, and supports the facilitation of community meetings and other activities as needed.
- Provides administrative and operational support of neighborhood economic equity planning.
- Works collaboratively with representatives from government agencies, community organizations, and businesses.
- Interacts directly with business leadership, community members, and community leaders.
- Assists in developing and implementing impactful and creative ways to reach and engage with key audiences as directed.
- Facilitates planning meetings with internal and external partners as needed.
- Maintains complete and organized records of all meetings and events.
- Maintains accessible and complete records regarding resources, key contacts, and any pertinent data as needed or required.
- Assists in the collection and management of data for evaluation of community engagement activities and economic development planning.

This is a part-time, 12-15 month contract position with flexible hours.