

## **Planning and Development Department Part-Time Program Assistant**

The City of Marion Planning and Development Department is seeking a part-time program assistant to work 10 hours per week to support the director with administrative tasks and program management activities. The department seeks someone with a flexible schedule who is available Monday through Friday between 9:00 a.m. and 5:00 p.m. as work schedule may vary depending on task assignment.

The Planning and Development Department is responsible for planning and zoning, building inspections, code enforcement, special grant projects, and supports non-profit community development work to improve access to housing and help facilitate neighborhood revitalization in partnership with other community organizations.

### **Responsibilities and Duties**

- Provide administrative staff support (e.g. filing, emailing, and data entry);
- Communicate and respond to public inquires by phone or in writing;
- Maintain regular communication with staff, volunteers, and public on all program-related matters;
- Relay public concerns to the appropriate staff;
- Contribute to the development of program materials, including presentations, proposals, newsletters, recruitment materials, fliers, and annual reports;
- Edit and update program materials;
- Prepare documentation and process payments for housing and other program fees as necessary;
- Assist in the maintenance of accurate financial records, grant reports, program activity summaries, and other program updates;
- Monitor and update program website and social media pages as needed;
- Assist with public relations and marketing to promote programs and resources;
- Maintain and update participant, applicant, volunteer, and funding database information;
- Help coordinate volunteer activities and special projects;
- Assist in the planning and organization of meetings and events;
- Screen application materials for accuracy and completeness as necessary;
- Arrange travel, housing, and other transportation needs as necessary;
- Organize videos and photos to be used in program materials; and
- Other related duties as assigned.

### **Qualifications**

- Associate degree from an accredited college or three years of full-time professional experience in real estate, property management, professional business, or related field. Will consider combination of qualifications equal to education and work experience;
- Strong written and verbal communication skills in English, bilingual English and Spanish preferred;
- Demonstrated cross-cultural skills and ability to work effectively in a diverse team and public setting;
- Ability to establish and maintain positive working relationships;

- Demonstrated effective planning and organizing skills;
- Demonstrated problem solving skills;
- Ability to manage multiple priorities quickly and effectively;
- Ability to work independently while contributing to an overall team effort;
- Proficiency with Microsoft Office Suite (i.e. Word, Excel, Power Point),
- Knowledge of Adobe Acrobat Professional, and cloud-based platforms Wordpress, Facebook, Eventbrite, Survey Monkey, and MailChimp;
- Good driving record;