



Midtown Neighborhood Association Job Opening Office Administrator

DESCRIPTION: The Midtown Neighborhood Association is seeking to fill the position of Office Administrator. The Office Administrator will work in partnership with the Midtown Executive Director to build community programs and engage neighborhood residents and stakeholders for purposes of neighborhood improvement, leadership development, and public safety.

The Midtown Neighborhood Association is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law.

Hours: 10 hours/week

Wages: \$17/hour

Reports to Executive Director

Office Administrator

- Support residents through inquiries and conflicts by connecting residents to resources by phone and email
- Greet residents at the office and in the community with a friendly and welcoming demeanor
- Post on social media - Facebook, Instagram, and Twitter
- Promote a consistent & professional brand to the community through Newsletter, Web, Press Releases, Media Alerts, Social media, and email campaigns, as well as other official correspondence and public engagements
- Solicit articles from neighbors, businesses, and board members for the newsletter.
- Maintain database of Midtown residents
- Prepare monthly e-newsletters
- Excel in a broad variety of administrative tasks written correspondence and draft reports

Community Engagement

- Support community programs in the development and implementation
- Update and prepare the Midtown calendar of events in partnership with the Midtown Executive Director
- Prepare flyers and program material for residents and neighborhood events
- Neighborhood canvassing
- Assist with block club organizing and other resident leadership development

Minimum Qualifications

- Associate's degree or higher in progress or equivalent experience preferred but not required
- Experience with GoogleSuites
- Proofreading
- Professional telephone and email etiquette
- Strong writing skills
- Ability to work on different projects with varying deadlines
- Strong interpersonal and communication skills, written and verbal
- Ability to lead when required, but able to take direction when appropriate
- Respect for economic and cultural diversity, experience working with diverse groups of people
- Highly motivated with the ability to work independently, yet team oriented
- Genuine commitment and sensitivity to residents and community issues

Send a resume and cover letter to midtowngrandrapids@gmail.com by August 15, 2022.