

Part Time Job Opening – Pinckney Neighborhood Association Coordinator

Applications Due By August 22, 2014

Pinckney Neighborhood Association is accepting applications for a part-time Coordinator.

The successful applicant will gain professional experience in fund-raising, community building, volunteer management and other marketable skills in a friendly cooperative atmosphere.

The hourly wage for the position is grant funded, beginning immediately upon selection until July 31, 2015. (The PNA expects to apply for grant funding for future fiscal years as well, but there can be no guarantees.) The Coordinator's time commitment is approximately 35 hours per month. Except for scheduled events, the work hours are flexible.

The PNA is an active, nonprofit association of Pinckney neighborhood residents. The Coordinator supports the PNA in all of its organized activities to the extent possible in the hours funded for remuneration.

The primary duties of the Coordinator include attending monthly PNA meetings (3rd Saturday of each month at 10:00 am) and assisting with regular PNA activities: scheduling speakers/guests for PNA meetings and other events; the quarterly printed newsletter; the annual spring fundraising effort; maintenance of the PNA website and Facebook group page; and events including an annual picnic and parks clean up.

The PNA is looking for a Coordinator with good written and verbal communication skills; an enjoyment of meeting people and working with them; organizational skills; access to a computer and the Internet; basic familiarity with word processing software, WordPress for the PNA Website, and Facebook; experience in fundraising and/or advertising.

A complete position description and an application form can be found on PNA's website at www.pinckneyneighborhood.org, with a link also available on the "Pinckney Neighborhood Association" Facebook page, or by contacting Pat Miller (phone and e-mail listed below). Please submit a brief letter of interest along with the application form, including two (2) references, by no later than **August 22, 2014**, to one of the following addresses:

By Email: Pinckney.Neighborhood@gmail.com

By Mail: Pinckney Neighborhood Association, PO Box 125, Lawrence, KS 66044

For additional information, please contact Pat Miller at Pinckney.Neighborhood@gmail.com or 785-550-6958. Those interested in applying for the position as well as all Pinckney residents are encouraged to attend the regular PNA monthly meeting at 10 a.m. August 16 at Lawrence Memorial Hospital.

Interviews will be scheduled in early September 2014, with the successful candidate beginning service immediately.

The Pinckney Neighborhood Association Coordinator is an equal opportunity position available to all persons.

Pinckney Neighborhood Association Coordinator Duties

The PNA Coordinator will be responsible for activities in support of Pinckney Neighborhood, depending on the needs at the time, such as those listed below:

Communications Assistance:

- Check PNA's gmail email account, assist in answering or forwarding to appropriate person
- Internet presence - help the PNA website grow in visibility, usefulness and become more interesting; increase "friends" on Facebook
- Check Facebook and respond to posts or forward to appropriate person
- Monthly e-news (gmail, website & Facebook) – up-to-date info on events in neighborhood, city projects, PNA needs/events, volunteer soliciting
- Paper newsletters (approximately quarter) & special event fliers (one or two times a year, as needed)
- Check PO Box – mostly notices, bills and checks
- Be aware of happenings in or affecting neighborhood – get info to correct person/agency
- Organize and file emails and other communications

PNA People, Businesses & Others:

- PNA address list (on Excel) – add to/correct addresses, phone numbers, email address, interests in the neighborhood
- Gmail address book - add to/correct addresses
- Help solicit volunteers for events

Meetings:

- PNA monthly meeting (3rd Saturday of month – 10:00 am to noon – usually at Lawrence Memorial Hospital)
- Other City or County agency, department or commission, or community interest meetings, as appropriate

Event Planning/Managing:

- Potluck Picnic
- Trunk-or-Treat & Just Food Drive
- Parks Clean-up Day
- Bulk Brush Pick-up Event
- Special events that arise

Misc. Duties:

- Respond to neighbors with questions or in need
- Reserve space for monthly meetings
- Book/confirm guests for meetings and special events
- Fundraising
- Advertising solicitation and billing
- Grant writing/editing

Various External Contacts – *identify and check in/keep abreast of groups/orgs in the neighborhood; foster communication between entity and PNA; find common issues; identify needs. Examples include:*

- Schools in and serving the Neighborhood population
- Parent/Teacher Organizations
- City and community events
- Just Food Douglas County
- Roger Hill Volunteer Center
- Neighborhood businesses
- Neighborhood churches
- Neighboring neighborhoods
- Douglas County Health Center
- Lawrence Memorial Hospital
- Bert Nash Community Mental Health Center
- Ballard Center
- Douglas County Dental Clinic
- Lawrence-Douglas County Health Department
- VFW
- KU Crew Team
- Election Info
- Historical organizations and historians
- Police Dept. Neighborhood Resource Officers
- Environmental Organizations (e.g., River Keepers. Friends of the Kaw)