



## **Staff Program Assistant Position Description**

LakewoodAlive is a nonprofit, economic and community development corporation whose mission is to foster and sustain vibrant neighborhoods in the city of Lakewood. Our vision is to ensure Lakewood is a welcoming community that thrives on engaged residents, desirable housing and an entrepreneurial spirit that connect in strong, diverse neighborhoods to maximize quality of life. LakewoodAlive is an Equal Opportunity Employer.

The organization administers a commercial development program with large scale events, a merchant association, design improvements and promotes historic preservation efforts. The organization also administers a city-wide Housing Outreach Program that works with residents to sustain our historic housing stock while connecting residents to financial and educational resources coupled with volunteer projects. LakewoodAlive supports commercial activities throughout Lakewood and hosts community forums to bring economic and social issues to the forefront. The organization is volunteer-driven with a dedicated and high performing staff. Learn more at [www.lakewoodalive.org](http://www.lakewoodalive.org).

Reports to: Executive Director

### **Summary of Position:**

The Staff Program Assistant will be responsible for working with all staff to support each of LakewoodAlive's programs while also serving as the first point of contact for visitors, phone calls and mail. This position will be a 35 hour a week position. Monday through Friday, 9 am until 4 pm. There will be occasional night and weekend events that will be required.

### **Principal Responsibilities:**

- Run the daily office operations by organizing and maintaining office process and procedures
  - o Mail, phone and greeting visitors
- Assist staff with administrative duties of their programs. Duties will include but are not limited to:
  - o Housing Outreach Data Collection
  - o Paint Program Qualification and Correspondence
  - o Fund Development Administration
  - o Special Event Support
- Other duties as assigned

### **Qualifications:**

- High School Diploma or Equivalent
- Excellent written and verbal communication skills
- Must be extremely well-organized, self-motivated, able to work independently, collaboratively, creatively and proactively
- High energy, outgoing, team player, and a passion for LakewoodAlive's mission
- Strong computer skills including Microsoft Office
- Ability to work a flexible schedule including occasional evenings and weekends
- High level interpersonal skills, including tact and diplomacy
- Ability to coordinate and oversee numerous projects simultaneously

**Compensation:** Hourly rate between \$12-14 per hour

**Please send resume and a cover letter no later than 5:00 p.m. Wednesday, September 13, 2017 to:**

Ian Andrews  
Executive Director  
LakewoodAlive  
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Lakewood, OH 44107

e-mail: [iandrews@lakewoodalive.org](mailto:iandrews@lakewoodalive.org)

