

Skinker DeBaliviere Community Council Administrative Assistant (Part-Time)

The Skinker DeBaliviere Community Council (SDCC), a Community Based Development Organization, seeks a part-time Administrative Assistant.

Skinker DeBaliviere is a diverse, creative and richly historic community nestled between Forest Park, Washington University, the Central West end and the Delmar Loop. The community's 4,000 residents are served by three MetroLink stations, three schools, four churches, three City parks, two community gardens, and much more.

The **Skinker DeBaliviere Community Council (SDCC)** was founded in 1966 and has worked through the years to improve the community and the quality of life of its residents. SDCC is governed by a volunteer Board of Directors; and has an active committee structure addressing Historic, Residential, Commercial, Arts, Beautification, Neighborhood Services, Security, Marketing, and Fundraising issues and activities. Volunteers and staff work together to produce approximately 20 neighborhood events throughout the year. The Council is a Community Based Development Organization and is funded, in part, through Community Development Block Grant funds, as well as its member institutions and a variety of fundraising activities.

The Mission of the Skinker DeBaliviere Community Council is to be the connector, coordinator and facilitator of all aspects necessary to maintain and enhance the diverse, desirable and thriving community of Skinker DeBaliviere.

Administrative Assistant Description (Part-Time Position)

We are currently looking for an energetic, self-motivated individual who enjoys making a difference and takes pride in doing high-quality work to work onsite at our neighborhood-based office. Successful candidates will have excellent administrative skills and take a proactive approach to their work. The ability to work with strong attention to detail is essential. You will be fully engaged and busy from the first day and we guarantee there will never be a dull moment.

This position will work with a wide variety of people including the SDCC Executive Director, board, and committees, as well as neighborhood residents, businesses, institutions, and government officials to help SDCC achieve its goals.

Responsibilities include:

- Provide general administrative and office support to ensure the smooth functioning of the organization including word processing, spreadsheets, email, and our file systems.
- Help keep the SDCC office organized, stocked, clean, and welcoming.

- Field telephone calls, receive and direct visitors, and answer questions.
- Assist with creating, editing, and distributing SDCC communications including flyers, e-newsletter, website, and possibly social media.
- Assist with meeting coordination, event planning and volunteer management.
- Other duties as assigned.

Qualifications include:

- Strong organizational skills including analytical and problem solving skills
- Ability to juggle multiple projects and achieve deadlines in an environment that sometimes has quickly shifting priorities
- Ability to thrive while working independently as well as part of a team
- Advanced administrative and computer skills
- Excellent written and verbal communication skills
- Ability to engage with a diverse range of people, organizations, businesses and institutions
- Bonus, but not required: Ability to participate in evening and weekend meetings and events

This is a part-time, hourly position under the supervision of the Executive Director for 20 hours/week. Hourly rate based on skills and experience. Flexible hours, family/student-friendly schedule, casual dress, small neighborhood-based office located within walking distance of the Delmar Loop and Washington University.

Please submit a cover letter and resume to Liz Pund at sdcc.job@gmail.com by January 19, 2015 for first consideration. Applications accepted until the position is filled. No Calls Please.

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements. Only local candidates will be considered.

Visit our website at <http://www.skinkerd.org> to learn more about SDCC.

All qualified applicants will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age, disability status or national origin.