

Job Title: Project and Office Manager

Organization: Skinker DeBaliviere Community Council

Location: St. Louis, MO

Job Type: Part-Time

About the Organization:

The Skinker DeBaliviere Community Council (SDCC) is dedicated to fostering a vibrant and engaged community through advocacy, planning, and community-building initiatives in the Skinker DeBaliviere neighborhood. Our mission is to maintain and enhance the quality of life in our community by promoting a cooperative relationship among all residents and stakeholders.

Job Summary:

We are seeking a dynamic and organized Project and Office Manager to oversee our council's projects and office operations. This position is crucial in ensuring effective coordination of events, managing day-to-day office tasks, and maintaining active engagement with the community through various communication channels.

Key Responsibilities:

- **Events Coordination:** Plan, organize, and execute community events and meetings, including logistics, vendor management, and post-event reporting.
- **Office Management:** Oversee office administrative tasks, including but not limited to supply procurement, maintaining office equipment, and managing records and documentation, and light cleaning to maintain a welcoming office environment. Additional duties include helping to coordinate neighbor use of the facility.
- **Budget Tracking:** In coordination with the SDCC Finance Committee and Treasurer, manage bill payment and coordination of funds for events or donations.
- **Community Engagement:** Act as a liaison between the council and the community, attending neighborhood meetings and events, and facilitating partnerships with local organizations and responding to neighbor inquiries.
- **Volunteer Coordination:** The Skinker DeBaliviere Community Council depends highly on volunteers to execute our mission. This role will prove critical in building and maintaining a base of active volunteers from across our community.
- **Communications:** Manage and produce content for emails, e-blasts, the council's website, and social media platforms to ensure consistent and effective communication with the community and stakeholders.

Qualifications:

- At least 3 years of experience in office management, event planning, or community engagement.
- Strong organizational and project management skills with the ability to manage multiple projects simultaneously.
- Excellent verbal and written communication skills.
- Proficiency in MS Office and social media platforms; experience with website management and QuickBooks is a plus.
- Ability to work independently and as part of a team, with a high level of initiative and flexibility.
- Deep commitment to community service and engagement.
- Ability to balance multiple priorities and demonstrate sound judgement when prioritizing activity.
- Experience coordinating and incentivizing volunteers to engage in efforts.

Additional Information:

- This position will be paid hourly and average 20-25 hours per a week with some surge for major events
- The hours of the position can be flexible, but the candidates must commit to:
 - Twelve consistent office hours to support residents
 - 1-2 Saturday mornings per month
 - 1-3 evenings per a month to support meetings.
- Position will report directly to the SDCC Executive Board

What We Offer:

- Position will pay \$20-25 per hour, commensurate with experience.
- Opportunities for professional development and growth.
- A supportive and collaborative work environment.
- The chance to make a significant impact in a vibrant and diverse community.

How to Apply:

Please send your resume and a cover letter outlining your qualifications and interest in the position to sdcc@skinker-debaliviere.com We encourage applications from individuals of all backgrounds who are passionate about community development.

The Skinker DeBaliviere Community Council is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.