



## Phinney Neighborhood Association

### PNA Village Program Assistant Job Announcement, 20 hours a week

April 5, 2021

#### Phinney Neighborhood Association Mission

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

#### Position Overview

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

The PNA Village Program Assistant supports members of the PNA Village, an aging in community program that empowers people to remain in their homes and neighborhoods while staying active and engaged while they age. The Program Assistant works closely with individual members to understand their unique set of needs and ways they can engage with the program and community at large. The Program Assistant ensures every member has the opportunity to access a wide range of Village services including direct support provided by neighborhood volunteers, information and referrals provided by the Village office, and a variety of social opportunities to build relationships in the community. The Program Assistant will also provide administrative support to the overall program including data entry, tracking member requests, and event planning. This position reports to PNA Village Director.

This position is located at the Greenwood Senior Center which is currently closed to the public. Village staff are working a hybrid of remote and in-person, paying careful attention to Public Health COVID-19 protocols.

#### Essential Responsibilities

- Ensure that PNA Village member requests are being fulfilled in a timely and efficient manner.
- Develop and communicate clear expectations with members about their volunteer service requests.
- Proactively engage PNA Village members and seniors in the community to better understand their unique needs and how our programs and services can support them.
- Work with Village Staff and GSC Social Workers to provide a deeper level of support to our most vulnerable members.
- Coordinate one-time and ongoing social events and activities with support from the Village Social Committee.
- Recruit, train, and supervise Village office volunteers.
- Enter and maintain program data using Salesforce.

#### Qualifications

- Bachelor's degree or equivalent combination of education and experience
- A passion for and experience working with older adults or vulnerable populations
- Experience working with volunteers
- Team player who is also confident working independently
- Excellent attention to detail and organizational skills
- Strong language and communication skills (written and oral)

- Enthusiastic, patient and positive attitude toward helping others and appreciation for community-building mission of the PNA
- Excellent decision making and critical thinking skills
- Ability to work in an open office environment
- Proficient in the use of Microsoft Office
- Demonstrated ability to learn new software and/or database systems
- Experience using Salesforce is a plus

### Compensation

This is a 20 hour per week, either Monday-Thursday or Monday-Friday, position paying \$19.50 per hour. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year's Day off; and 8 paid holidays (total paid time off first year: 5.5 weeks). We offer a convivial, positive, and flexible working environment. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. Applicants representing the diversity of our community are encouraged to apply.

### About the Phinney Neighborhood Association

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary School, a hot meal program, the Greenwood Senior Center, PNA Village, an art gallery, a tool lending library, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and weekly contra dancing and folk music concerts. The PNA serves over 27,000 people each year, has 60 staff, 1,300 volunteers, and an annual budget of \$2.5 million.

### To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to [apply@phinneycenter.org](mailto:apply@phinneycenter.org). Preference will be given to candidates who apply by April 30<sup>th</sup> at 5 pm, position is open until filled.

Questions can be directed to Riana Nolet at [rianan@phinneycenter.org](mailto:rianan@phinneycenter.org)