

## **SCHOLARS IN SERVICE – JOB DESCRIPTION**

### **Every Neighborhood Partnership**

Every Neighborhood Partnership exists to connect churches and community partners with under-resourced schools to serve through their active presence in every neighborhood. We aim to empower leaders, mobilize volunteers, and cultivate relationships that lead to long-term neighborhood transformation.

### **Job Title: Marketing and Communication Assistant**

Number of Openings: 1

#### **DESCRIPTION:**

ENP is seeking a reliable and detail-oriented college student to support our Marketing & Development team. The student will assist with internal communications, donor database organization, and general administrative support. This role is ideal for a student seeking hands-on experience in nonprofit operations, communications, and donor engagement.

#### **ESSENTIAL JOB DUTIES:**

- Assist in creation and formatting of newsletters, flyers and email communications.
  - Maintain and update website content and event listing
  - Prepare materials for outreach, events, and donor communications.
- Organize and archive digital files, print materials, and photos.
- Assist in scheduling meetings, organizing files and basic data entry.
  - Update and maintain ENP's donor and volunteer CRM records
  - Help with tracking donor activity and pulling simple reports

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- Strong attention to detail and organizational skills
- Familiarity with tools like Google Workspace +Task Management platforms (Docs, Sheets, Drive)
- Interest in CRM/database work
- Excellent communication and time-management skills
- A team player with a heart to serve

#### **HOOR REQUIREMENTS:**

- 10 to 12 hours/week (flexible schedule within standard business hours)
- Hybrid of in person work at the ENP office and remote tasks