

SCHOLARS IN SERVICE – JOB DESCRIPTION

Every Neighborhood Partnership

Our mission is to equip, guide and support volunteers to actively serve in our community. ENP's vision is to mobilize these volunteer teams systematically throughout Fresno to engage every neighborhood so that schools are supported, students excel, families are healthy and whole and the community thrives.

Every Neighborhood Partnership's Partnerships Department supports this vision by sharing the story of ENP, mobilizing community resources, and connecting with our community partners. We are looking for an engaged college student to provide critical marketing, social media, and data support to our team.

Position: Digital Media & Data Assistant

Openings: 1

Commitment: Semester-long role (5 hours per week, totaling 70 hours for the semester).

Location & Hours: Work must be completed in-person at our ENP Office (1631 N Van Ness Ave, Fresno, CA) for team accountability and culture. Shifts can be flexibly arranged during our standard office hours of 9:00 AM to 4:00 PM.

Perks: Gain hands-on nonprofit experience, work in a fun, open-office environment, and enjoy unlimited access to our office espresso machine!

Number of Openings: 1

Responsibilities:

- Social Media: Create photo/video content (Reels, posts) for Instagram, Facebook, LinkedIn, and YouTube.
- Engagement: Gather stories from the ENP team and respond to social media comments/tags.
- Newsletters: Assist with the creation, design, and distribution of the monthly email newsletter.
- Data Management: Perform data entry, update donor/community contacts, and clean email databases.

Qualifications:

- Self-starter with sharp attention to detail (especially with data).
- Passionate about digital media, storytelling, and community impact.
- Familiarity with Google Workspace (Docs, Sheets, Drive) is highly preferred. As well as social media (Instagram, Facebook, LinkedIn).