

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: Community Land Use Academy Assistant

Openings: 1

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

Location & Hours: This position is primarily performed in person at the ENP Office (1631 N. Van Ness Ave., Fresno, CA) or other authorized program sites to promote collaboration, accountability, and a strong team culture. Flexible scheduling is available within standard office hours of 9:00 a.m. to 4:00 p.m., with the expectation that occasional evening and weekend hours may be required to support programs, events, and organizational needs.

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:

- Manage scheduling for team meetings, community events, and program activities.
- Draft professional and friendly correspondence to partners and stakeholders.
- Coordinate logistics, including food pickup and occasional supply runs.
- Maintain organized electronic filing systems and records.
- Support team meetings, including scheduling, setup, and taking detailed notes.
- Perform other administrative support tasks as assigned.

Qualifications:

- Car needed with insurance
- Organizational skills
- Experience using Google Workspace: Google Docs, Google Sheets, Google Calendar

- Commitment to community development and racial equity, diversity and inclusion; and an understanding of challenges facing communities of color and low-and moderate-income families
- Heart to serve