

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: Neighborhood Development 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 and community development experience, build relationships with residents and community partners, work in a fun, collaborative office environment, and enjoy unlimited access to our office espresso machine!

Responsibilities:

- **Parent Coffee Hours:** Assist with planning, preparing materials, setting up, facilitating, and cleaning up weekly Parent Coffee Hour gatherings.
- **Resident Engagement:** Build welcoming relationships with parents and neighborhood residents while supporting outreach and participant recruitment.
- **Event Support:** Assist with the planning, logistics, setup, registration, and breakdown of Neighborhood Development programs, workshops, and community events.
- **Administrative Support:** Prepare sign-in sheets, surveys, flyers, presentations, and organize program materials.
- **Data Management:** Track attendance, enter participant information, organize surveys, and maintain accurate program records.
- **Community Outreach:** Distribute flyers, support communication with school staff and community partners, and help recruit participants for ENP programs.
- **General Program Support:** Assist the Neighborhood Development team with

special projects and other duties as assigned.

Qualifications:

- Passionate about serving neighborhoods and building relationships with diverse communities.
- Friendly, dependable, organized, and willing to take initiative.
- Strong communication and interpersonal skills; bilingual English/Spanish is preferred but not required.
- Comfortable interacting with parents, residents, and community partners.
- Familiarity with Google Workspace (Docs, Sheets, Drive) is preferred.
- Ability to work both independently and collaboratively as part of a team.
- Reliable transportation to attend occasional community events is a plus.