

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: Program Assistant

Openings: 1

Commitment: Semester-long role (5-7 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:

- **Marketing:** Capture photos and videos at ENP events, gather program highlights and success stories, and assist with creating content for social media, newsletters, and promotional materials
- **Data Management:** Collect and organize event data, track program outcomes, perform data entry, and maintain accurate records for reporting and evaluation needs.
- **Office Support:** Assist with office organization, inventory management, administrative tasks, document preparation, and other day-to-day operational needs.
- **Program Support:** Support ENP programs and events through setup, coordination, participant engagement, logistics, and follow-up activities

Qualifications:

- Strong organizational skills and attention to detail (especially with data)
- Familiarity with Google Workspace (Docs, Sheets & Drive) and Social Media platforms (Instagram, Facebook & LinkedIn) is highly preferred.
- Because this role supports community programs and events, occasional availability during evenings and weekends is required.
- Passionate about digital media, storytelling, and community impact.