



JOB POSTING

JOB TITLE:	Project Assistant		
PROJECT:	Economic Opportunity (EO) Starling Project		
LOCATION:	1607 W. Jefferson St., Boise		
STATUS/HOURS:	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	<u>15</u> Hours per week	<u>38</u> % FTE
FLSA STATUS:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
PAY:	\$12 - \$14/hour		
REPORTS TO:	Starling Project Manager		
POSTING DATES:	April 9 – 23, 2019		

POSITION SUMMARY:

Under the supervision of the Starling Project manager, provide support to young-adult refugee women’s mentoring program. Support includes providing logistical coordination for educational events, creating opportunities for participants to connect in the community, developing and supporting organizational systems for accurate program evaluation and assisting with implementing a Starling Alumni project component. This position will generally provide necessary support to increase the number of individuals served in the second year of project operations.

PROGRAM SUMMARY:

The mission of Economic Opportunity (EO) is to create wealth equity for individuals and families in the Treasure and Magic Valleys. The Starling Project seeks to create an intentional community of women leaders through mentorship and curated programming. EO is a program of Jannus, Inc.

OUR VALUES:

- *Equity, Compassion, Creativity, Prosperity, Entrepreneurship*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Keep client files up-to-date and organized, enroll and track progress of EO Starling Project clients in hardcopy form and in online database as they advance through the project;
- Assist in coordinating monthly classes/activities, including but not limited to: communicating with instructors and guests, coordinating facility use, coordinating event materials, and set up and tear down of event spaces;
- Support tracking mentor and mentee applications throughout the year; organizational systems to track applications and future client files;
- Develop and implement strategies that will maximize EO Starling Project effectiveness in achieving project objectives while providing clients and partners with outstanding customer service;
- Attend and participate in two meetings per month with EO Starling Project Manager;
- Regular and predictable attendance is required;

Economic Opportunity Team

- Participate as a member of Economic Opportunity team;
- Honor team culture of open, respectful and professional communication;

- Coordinate and collaborate with team members and projects that benefit clients;

QUALIFICATION REQUIREMENTS:

- Lived experience as an immigrant or refugee preferred;
- Proficient computer skills using programs such as Microsoft Excel, Word, Outlook, PowerPoint, and Publisher required;
- Demonstrated interest in advocating for women's rights and equality between the genders - including race, class, ethnicity, religion and sexual orientation;
- Excellent verbal and written communication skills with exceptional attention to detail is a requirement;
- Personal qualities of integrity, honesty, and a commitment to and passion for serving refugees;
- Must have reliable transportation for event coordination, a valid driver's license and be able to provide a copy of State mandated liability insurance;
- Able to pass a criminal history background check;

EDUCATION:

Bachelor's or higher in a relevant field, or equivalent work experience in related field.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

WORKING CONDITIONS:

Works in general office environment with frequent visits to event sites.

PHYSICAL REQUIREMENTS:

Must be able to tolerate heat and cold, and to drive to client and community partner businesses in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. Required to lift up to 35 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

TO APPLY:

Complete the Jannus Employment Application available at www.jannus.org and send with your resume to info@jannus.org. Or fax to 208.331.0267 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29 C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.

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