



## JOB POSTING

<b>JOB TITLE:</b>	Project Assistant		
<b>PROJECT:</b>	Economic Opportunity (EO) Starling Project and Gemini Project		
<b>LOCATION:</b>	1607 W. Jefferson St., Boise		
<b>STATUS/HOURS:</b>	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	<u>20</u> Hours per week	<u>50</u> % FTE
<b>FLSA STATUS:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
<b>PAY:</b>	\$12.50 to \$15 per hour, DOE		
<b>REPORTS TO:</b>	Starling Project Manager		
<b>POSTING DATES:</b>	September 18 – October 1, 2020		

### PROGRAM SUMMARY:

The mission of Economic Opportunity (EO), a program of Jannus, is to create wealth equity for individuals and families in the Treasure and Magic Valleys. The EO Starling Project pairs young adult women (mentees) that arrived as refugees with professional mentors to provide them with the tools they need to create success in their lives. The EO Gemini Project supports young adult refugee men (mentees) in the Treasure Valley community through mentorship and curated programming. These programs create opportunities for mentees to connect culturally, build social capital, explore future careers, and attain hard-skills such as credit education. The program's purpose is to create long-term impact as opposed to short-term outcomes; mentees must be supported across all domains of self-sufficiency. Jannus and all our programs provide services in pursuit of and valuing race equity and inclusiveness.

*OUR VALUES: Equity, Compassion, Creativity, Prosperity, Entrepreneurship*

### POSITION SUMMARY:

The Mentoring Project Assistant delivers logistical and organizational support including preparation and coordination for educational events, developing and supporting organizational systems for accurate program evaluation and assisting with implementing a Starling and Gemini Alumni project component. This position will generally provide necessary support to increase efficiency of programs and capacity for project managers.

This part-time position (20 hours per week) is eligible to participate in Jannus' benefit package including medical, dental, vision, life insurance, vacation, sick leave and a generous retirement plan. Applications accepted thru October 1, 2020.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in preparing for, coordinating, and ensuring monthly classes and activities run smoothly. Including but not limited to: communicating with instructors and guests, coordinating event space use, coordinating event materials, and set up and tear down of event spaces;
- Accurately and timely create and maintain client files; enroll and track progress of program participants in hardcopy form and in online database as they advance through the project;
- Track mentor and mentee applications throughout the year for current and future client files;
- Develop and implement strategies that will maximize EO Starling Project and EO Gemini Project effectiveness in achieving project objectives while providing clients and partners with outstanding customer service;
- Attend and participate in semi-monthly meetings with Mentoring Project Managers;

- Support fundraising events and efforts for the EO Starling Project, such as event logistics coordination, donor outreach support, and donor tracking.
- Regular and predictable attendance is required, including attendance at monthly education events;

*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 strongly preferred;
- Stellar problem-solving skills; ability to see a need at events and jump in to reorganize without being asked;
- Demonstrated effective organizational and event planning skills;
- Excellent verbal and written communication skills with exceptional attention to detail;
- Proficient computer skills using programs such as Microsoft Excel, Word, Outlook, PowerPoint, and Publisher;
- Shares values around race equity and inclusiveness, including class, ethnicity, religion, sexual orientation and gender equality;
- 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;
- Completion of a criminal history background check post offer of employment;

**EDUCATION:**

High school diploma or equivalent required. Associate’s degree or higher in a related area of study, or equivalent work experience in related field preferred.

**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.

**TO APPLY:**

Go to the Jannus Employment page at [www.jannus.org/employment](http://www.jannus.org/employment) and click on the job posting link to be directed to a secure application portal. If you are unable to submit the application through the electronic application process, please contact Jannus Human Resources at 208.336.5533 or [info@jannus.org](mailto:info@jannus.org). Applications will be accepted through October 1, 2020.

*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.

*Rev 2/2/2015*