



Program Assistant for Community Outreach and Events

Dr. Michael and Catherine Bullock Community and Recreation Center

Introduction

Edmundite Missions has served the poorest of the poor since 1937 and continues to address the challenge of systemic poverty prevalent in Selma and in the Black Belt region of Alabama. We believe that each person is made in the image of God, imparting dignity to every person we serve. Our programs the most urgent needs of the community while also promoting the empowerment of people by achieving poverty eradication through educational and employment opportunities. We continually innovate to ensure both the short and long-term success of our fight against poverty.

We are looking for an individual with the passion and enthusiasm to join an exceptional team of compassionate and dedicated individuals who seek the greater good for all those we serve here in the Deep South. This is a full-time position. Compensation will be commensurate with experience. We offer excellent benefits including medical and dental insurance plan, vision plan, employer-paid short- and long-term disability, life and accidental death & dismemberment insurance, 401k plan with a generous 5% employer contribution, paid holidays, and paid time off (PTO) days.

Summary Job Description

The Program Assistant for Community Outreach and Events takes primary responsibility for developing and carrying out community outreach strategies for the Bullock Center, and for ensuring that all community outreach is a priority for the organization and its staff. The Assistant also has primary responsibility for organizing internal community events at the Bullock Center and managing external event partnerships approved by the President and CEO and the Director of the Bullock Center. The position also assists the President and CEO with other events organized by the Missions. This is a full-time position reporting to the Director of the Bullock Center.

Responsibilities

Programs

- Develops and maintains close communications and relationships with community members and organizations to continually assess needs and desires in the area of programming and family and community events
- Develops strategy and tactics for engaging the community in Bullock programming, and roles for all Bullock staff in this regard
- Working closely with the Director of the Bullock Center and program assistants in the Arts and Athletics, develops and oversees a wide array of community events programming including but not limited to such things as Family Movie Nights, Father-Daughter Dinner Dance, Family sports competitions, family games nights, and the like.
- Responsible for all events development, logistics, preparation, implementation, and after-event clean up.
- Works closely with the Director of Virtual Operations on any IT and AV needs for events; oversees all implementation



- Works closely across the Missions and especially with its communications staff to ensure robust communication of all community and special events as well as Bullock programming and associated programs of other areas of the Missions
- When approved by the President and CEO and the Director of the Bullock Center, manages events carried out in partnership with other organization in Selma
- Manages all coordination with Edmundite Missions Enterprises for all catering inputs to all events at the Bullock Center. Oversees all use of the Concession area in this regard, ensuring preparation and clean up
- Assists as appropriate Missions Program Managers in other areas (e.g., education, the Good Shepherd Community Center, etc.) with events ideation and planning
- Identifies, and with concurrence of the Director of the Bullock Center, engages all outside expertise needed for events programming
- Oversees all volunteers in the conduct of events at the Bullock Center

Administration

- Maintains all community engagement and outreach records and ensures that the Director of the Bullock Center is a recognized leader in the community that Bullock serves
- Coordinates all events program scheduling, ensuring that schedules are coordinated with all other programming assistants to ensure consistent calendars
- Manages registration for all events requiring such
- Ensures accurate recording of program use in the Apricot performance system
- Takes responsibility for Bullock Center general opening and/or closing as needed
- Performs other duties as requested in all areas of Bullock Center operations, including but not limited to registration, admission, and supervision

Maintenance and Upkeep

- Cleans and maintains all programming areas relevant to any and all events at the Bullock Center, ensuring that program preparation is complete and adequate, and areas are fully cleaned and ready for other programming after any events use
- Maintains the inventory of all supplies and equipment relevant to any event; advises the Director of the Bullock Center on appropriate improvements for smooth events management
- Cleans and maintains all material and equipment relative to events
- Assists with cleaning and maintenance of the overall Bullock Center

Characteristics

- Outgoing personality; able to establish comradery with all types of people, youth and adult
- Unquestionable integrity and honesty
- Willing to learn; a team player
- Reliable and hardworking
- Appreciation of the Catholic Church, its teachings and traditions
- Personal compassion for and commitment to those in need and respect for all individuals irrespective of their personal circumstances



Requirements

- Familiar with and to the community served by the Bullock Center
- At least five years of experience in events management
- Valid driver's license and own transportation a must
- Scheduling flexibility; available for weekend shifts
- Resident of Selma or proximate community preferred
- Fully vaccinated against COVID-19

Compensation will be commensurate with experience.

Please send resume to hr@edmunditemissions.org and note position applied for.