

Part Time Job Opening – Pinckney Neighborhood Association Coordinator

Applications Due By February 29, 2012

Pinckney Neighborhood Association is accepting applications for a part time Coordinator. PNA is a nonprofit association of members of the Pinckney Neighborhood who work together to build a strong and vibrant neighborhood. This position is the behind the scenes person supporting PNA in its activities, reaching out to residents, organizations and businesses in and near the Pinckney Neighborhood and keeping the association running smoothly.

The primary duties of the Coordinator include: attending monthly PNA meetings (3rd Saturday of month at 10:00 am); scheduling speakers/guests for PNA meetings and other events; attending one or more meetings per month (e.g., City Commission, City planning committees or Lawrence Association of Neighborhoods) on behalf of PNA; assisting in preparing the quarterly PNA newsletter; managing annual fundraising efforts and newsletter advertising; assisting in updating the PNA website and Facebook page; and assisting in organizing and managing periodic events (e.g., annual picnic, parks clean up).

The position will last from immediately upon selection until July 31, 2012, with a time commitment of approximately 35 hours per month, fairly flexible hours and paying a living hourly wage. Desired skills include: good written and verbal communications abilities; a strong interest in meeting and working with people; good organizational skills; familiarity with word processing software programs and access to a computer; a working knowledge of internet websites to the extent necessary to keep the website and Facebook updated; some fundraising and/or advertising experience. Scrapbooking and/or historical research skills would be a helpful, but are not mandatory.

A position description can be found on the PNA Website, the PNA Facebook page, or by contacting Pat Miller (phone and e-mail listed below). Please submit a brief letter of interest along with a resume or statement of skills, a completed application (very short), and two (2) references by no later than **February 29, 2012** to one of the following addresses:

By Email: Pinckney.Neighborhood@gmail.com

By Mail: Pinckney Neighborhood Association, PO Box 125, Lawrence, KS 66044

The position will be discussed, with an opportunity to ask questions, at the February 18th PNA monthly meeting. For additional information, please contact Pat Miller at pgmiller@sunflower.com or 785-550-6958.

The Pinckney Neighborhood Association Coordinator position is an equal contracting opportunity available to all persons.

Pinckney Neighborhood Association Coordinator Duties

The PNA Coordinator will be responsible for activities, depending on the needs at the time, such as those listed below:

Communications:

- Check PNA's gmail email account, answer or forward to appropriate person
- Internet presence - help the PNA website grow in visibility, usefulness and become more interesting; increase "friends" on Facebook
- Check Facebook and PNA website, respond to posts or forward to appropriate person
- Monthly e-news (gmail, website & Facebook) – up-to-date info on events in neighborhood, city projects, PNA needs/events, volunteer soliciting
- Paper newsletters (every quarter) & special event fliers (one or two times a year, as needed)
- Check PO Box – mostly notices, bills and checks
- Be aware of happenings in or affecting neighborhood – get info to correct person/agency
- Organize and file emails and other communications
- Help prepare a PNA archive and keep it updated

PNA People, Businesses & Others:

- Keep PNA address list up-to-date (on Excel) – addresses, phone numbers, email address, interests in the neighborhood
- Keep gmail address book up-to-date
- Keep newsletter mailing list up-to-date – new housing in neighborhood, nearby businesses, organizations of interest, out of area property owners/members/agencies
- Solicit volunteers for events – keep interests up-to-date, keep records of where people have volunteered in the past
- Update/maintain membership & interest/volunteer forms

Meetings:

- PNA monthly meeting (3rd Saturday of month – 10:00 am to noon)(usually at Lawrence Memorial Hospital)
- LAN monthly meeting (1st Thursday of month – 7:00 pm)
- Other City or County agency, department or commission meetings, as appropriate

Event Planning/Managing:

- Potluck Picnic
- Trunk-or-Treat & Just Food Drive
- Parks Clean-up Day
- Bulk Brush Pick-up Event
- Service Projects (e.g., adopt a family, day of caring, work days)
- Special events that arise

Misc. Duties:

- Bank deposits
- Grant writing/editing
- Respond to neighbors with questions or in need
- Reserve space for monthly meetings
- Book/confirm guests for meetings and special events
- Fundraising
- Advertising solicitation and billing
- Help PNA officers carry out special projects

Regular PNA Contacts – identify and check in/keep abreast of groups/orgs in the neighborhood: foster communication between entity and PNA; find common issues; identify needs (not an exhaustive list)

- Schools in and serving the Neighborhood population
- Parent/Teacher Organizations
- City events
- Just Food Douglas County
- Roger Hill Volunteer Center
- Neighborhood businesses
- Neighborhood churches
- Neighboring neighborhoods
- Douglas County Health Center
- Lawrence Memorial Hospital
- Bert Nash Community Mental Health Center
- Ballard Center
- Douglas County Dental Clinic
- Lawrence-Douglas County Health Department
- VFW
- KU Crew Team
- Election Info
- History projects
- Police Dept. Neighborhood Resource Officers
- Environmental Organizations (e.g., River Keepers. Friends of the Kaw)
- Whoever else comes along . . .