



LAWRENCEVILLE UNITED

A Resident Driven Organization

Job Description:

Community Program Assistant (Internship)

ABOUT LU

Lawrenceville United (LU) is an inclusive, resident-driven community-based non-profit organization focused on improving quality of life of Lawrenceville residents and stakeholders through community engagement and advocacy, community restoration and beautification, and community planning and development.

POSITION OVERVIEW

The position involves community outreach, community planning, constituent relations, data collection and analysis, and policy research and analysis. Although there are several responsibilities and tasks detailed below, it is anticipated that this position will focus primarily on specific community outreach and planning activities coordinated or supported by Lawrenceville United, including: Responsible Hospitality Planning and Outreach, Public Safety Action Team Planning and Advocacy, and Community Planning and Development.

RESPONSIBILITIES

- **Responsible Hospitality Planning:** Work directly with the Executive Director to plan and coordinate Responsible Hospitality meetings for new businesses opening in Lawrenceville, collect information and data on new business, and assist with policy research and analysis as it relates to nighttime entertainment districts.
- **Senior Advantage Program:** Work directly with Community Program Manager to assist with outreach for Senior AdvantAGE Program. This includes outreach to senior residents, coordination of events and workshops, promotion of events and workshops, and helping to identify and synthesize the needs of senior residents.
- **Public Safety Action Team:** Assist the Executive Director and Community Program Manager in collecting data and information on current public safety issues and trends, overseeing community camera system, and presenting reports on current issues. Follow-up with appropriate public safety departments and the coordination of Landlord Training events and other public safety programming.
- **Membership:** Conduct outreach to members to help identify and synthesize members' needs; promote events, projects, and initiatives when appropriate;
- Assist other staff as needed with administrative and office work including greeting visitors, phone calls, and follow-up.

TASKS

- Provide administrative support and coordination related to Responsible Hospitality Planning. Tasks may include the creation of distribution lists, communication with business owners, creation and distribution of flyers and social media outreach, research on new business and involved partners, Power Point creation, etc.;
- Assist with Outreach to Seniors and in the coordination of events and programming for the Senior AdvantAGE Program. Tasks would include flyering, mailings, phone calls to seniors, survey creation and distribution, and event coordination.
- Support the work of the Lawrenceville Public Safety Action Team. Assistance for this initiative would include community surveying, collecting and reviewing and analyzing complaints, 3-1-1 data, survey data. Assisting with property inventories, data collection, input, and analysis and the identification, collection, and synthesis of neighborhood indicators (housing values, crime



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stats, foreclosures, vacancy, etc.). It also includes work supporting event coordination focused on promoting a safe community: Landlord Assistance Trainings, Landlord/ Tenant Relations, and more.

- Help maintain the organization's web presence, including but not limited to the website, Facebook, and Twitter;
- Greet visitors to the office, assist with membership recruitment and membership newsletters.

KNOWLEDGE, SKILLS AND ABILITIES

LU is seeking a proactive candidate with strong interpersonal skills. The ideal candidate is a self-starter and should have the following:

- Enrollment in an undergraduate or graduate program with an emphasis on research, public policy, community development, urban affairs, social work and outreach.
- Excellent research, analysis, presentation, and verbal and written communication skills;
- Ability to synthesize multiple viewpoints, opinions, and data into workable pieces;
- Ability to simultaneously manage multiple projects in a fast-paced environment;
- Proficiency with Microsoft Office software (Knowledge of web/graphic design a plus);
- Proficiency and experience with GIS software preferred;
- Strong organizational skills.

Hours: 12-15 hours a week during fall and spring semester with some flexibility.

Compensation: Academic credit if applicable, Federal Community Work Service eligible, and small weekly stipend available.

This position reports directly to the Executive Director. Interested candidates should send a cover letter and resume to Lauren Byrne at hr@Lunited.org. Applications will be accepted through the end of September, 2013.