

NOTICE OF JOB OPENING

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Posting Begins	November 23, 2022	Posting Ends	December 7, 2022
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Position Title	PROFESSIONAL PROGRAMS ASSISTANT (NEIGHBORHOOD LIASION)
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Department	NRC	Division	Livable Neighborhoods
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Neighborhood Resource Center (4953 State Avenue, KCK 66102)
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BRIEF JOB DESCRIPTION: This position coordinates neighborhood volunteers. This involves helping new neighborhood groups organize, attending meetings as needed, helping neighborhood groups find solutions to complex issues, providing information/support, managing the neighborhood registration and grant process, representing Livable Neighborhoods and Neighborhood Resource Center at community and neighborhood group meetings, and assisting in creating curriculum for neighborhood training sessions. The liaison position will also help to enhancing Livable Neighborhoods communication efforts. This includes creating neighborhood flyers, producing, and distributing a monthly newsletter, assisting with a weekly e-newsletter, managing Livable Neighborhoods communication efforts across social media platforms and be an educational resource for community members through community presentations. This position will also coordinate the Home Repair Program which includes processing intake forms, providing case management to residents who cannot afford to comply with property maintenance requirements, responding to referrals from Home Repair Coalition Partners, providing referrals to local home repair programs, establishing relationships with contractors, coordinating home repair projects, getting bids from contractors and reporting on home repair programs' progress.

MINIMUM QUALIFICATIONS: Bachelor's degree in a related field and one year of relevant experience related to the position. The preferred candidate is proficient in Microsoft Office programs, has excellent customer service, strong public speaking skills, ability to work independently, multitask, engage with diverse groups of people, and flexibility to work some nights and weekends. Salesforce or other CRM experience a plus. Bi-lingual a plus. Knowledge of social media and website editing a plus.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$3,302.00-\$4,316.00/mo.	PI #	0262	Class. Code	1419
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REPOST 11/23/2022

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

**PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT
ELIGIBILITY**

The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

EOE