

Project Associate (Jackson, MS)

Springboard To Opportunities is a rapidly growing 501(c)3 organization that connects families living in affordable housing with resources and programs to help with advancement in school, work, and life. Guided by our radically resident driven model, all of Springboard's programs and services are informed by the voices and wisdom of our residents and implemented in partnership with them.

The **Project Associate** will assist the **Advocacy, Training, and Power Building Director** in the planning, implementation, and execution of Springboard To Opportunities' fellowship programs, which are intended to help residents understand and hone their power and expertise, build advocacy skills and tools, expand their networks, and make connections between larger systems and policies and their day to day lives.

Essential Functions:

- Assist the Advocacy, Training, and Power Building Director in the planning, implementation, and execution of Springboard To Opportunities' four fellowship programs: Policy and Systems Change Fellowship, Workforce Development Fellowship, Education Systems Fellowship, and Youth Fellowship.
- Help organize and lead focus groups and community conversations to co-design fellowship alongside Springboard residents.
- Build relationships and network with community partners and other organizations who can support Springboard fellows as they work toward their respective projects and goals.
- Assist with contacting residents, scheduling sessions, and handling logistics of the fellowships.
- Support the Advocacy, Training, and Power Building Director in other projects and tasks, including, but not limited to preparing advocacy tools and information for other Springboard staff, assisting with campaigns or other programs in Springboard communities, and researching policies and current organizing efforts.

Qualifications:

- Bachelor's degree or equivalent experience
- Strong organizational skills and ability to handle logistics and administrative tasks for several different projects at one time
- Knowledge and experience working with low-income families and diverse populations
- Excellent writing, editing, analytical, organizational, and oral communication skills. Ability to collect, review, synthesize, disseminate and present information and findings to broad and diverse audiences.
- Knowledge and experience with technology including Microsoft and Google products, Canva, and data tracking systems.



Where Hope and Opportunity Meet

- Knowledge and experience in practice areas such as community organizing, civic engagement, community revitalization, strengthening partnerships.
- Demonstrated ability to work in an environment with independent decision making and flexible scheduling.
- Great networker with an understanding of civic engagement.
- Familiarity with the Greater Jackson Area and state of Mississippi, including local community organizations and resources

Requirements:

- Self-directed with ability to translate concept into action and effectively communicate conceptual program framework to management, residents, and community partners.
- Excellent planning and project management and analytical skills.
- Must demonstrate a high degree of initiative and be productive and results oriented.
- Demonstrate skills in facilitation, relationship building, and collaborative planning.
- Show knowledge, sensitivity, flexibility, and poise to work with and support individuals/ organizations from diverse cultural, social, and ethnic background.
- Strong team orientation and relationship building skills.
- This is an in-person position and will require work from the Springboard To Opportunities office.

All Springboard To Opportunities staff share administrative responsibility for the organization, assume new and emerging responsibilities as the organization evolves, and engage in learning opportunities to share new information and knowledge that can help inform the organization's future and growth.

Compensation:

This is a full-time (40 hours/week) position. **Salary Range is \$40,000-\$50,000.** Benefits include health insurance, short- and long-term disability insurance, paid vacation and 401(k) retirement plan.

Interested Candidates should apply at www.indeed.com

Key word(s): Springboard to Opportunities, project associate, Jackson

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