

## **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 organization's work around guaranteed income and cash disbursements. This person will assist with the planning, implementation, and execution of The Magnolia Mother's Trust, Springboard's guaranteed income program, as well as other programs demonstrating the importance of cash-based benefits and policies that are based in trust and center the dignity of families receiving the benefits.

### **Essential Functions:**

- Assist the Managing Director in the planning, implementation, and execution of Springboard To Opportunities' Magnolia Mother's Trust program and other cash-based initiatives and demonstrations.
- Help manage and implement the organization's work around 529 Children's Savings Accounts, providing assistance to residents, communicating with implementation partners, and creating educational materials.
- Build relationships with the residents who are a part of the program and provide technical assistance, support, and connections to community resources and partners as needed.
- Assist with program evaluation, including managing travel and scheduling logistics with outside evaluators and assisting with internal evaluation efforts.
- Support the Managing Director in other projects and tasks, including, but not limited to preparing 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
- Enjoys directly working with people and demonstrated ability to build strong, trusting relationships.
- 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 engagement, strengthening partnerships, and social safety net benefits policy.
- 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.*

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**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](http://www.indeed.com)**

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

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