

# WE'RE HIRING

## JOIN OUR COLLABORATIVE TEAM

### **EXECUTIVE ADMINISTRATION:**

Supports the organizations with oversight of the day-to-day administrative activities of the organization including meeting preparation, financial process, and more.

### **COMMUNICATIONS DIRECTOR**

Supports the organizations through managing internal and external communications including content creation, social media management, relationship building with partners, and more.

### **COMMUNITY ENGAGEMENT COORDINATOR**

Support the organizations by building relationships with residents through door-knocking, community meeting management, outreach, and more.

### **DETAILS**

All positions are part-time at 15 - 20 hours per week and hybrid (mainly remote with some onsite work required). Pay for each position is \$20-\$30/hour depending on qualifications. Benefits include 3 weeks of PTO. Apply before August 10, 2023, at [eastphillips-epic.com](http://eastphillips-epic.com) or [www.midtownphillips.org](http://www.midtownphillips.org)

Brought to you in partnership by East Phillips Improvement Coalition, Inc & Midtown Phillips Neighborhood Association Inc.



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MORE & APPLY**

