

BRICK+BEAM DETROIT

Program Assistant

Brick + Beam Detroit

Brick + Beam Detroit, a support network for Detroit's building rehab community, seeks a part-time Program Assistant to work with the Executive Director on producing the B+BD workshop series, and on expanding the organization's capacity. The Program Assistant will be someone who is self-motivated, has excellent communications skills, that embraces the opportunities and challenges of a start-up initiative. Do you have excellent logistics skills? Have you been an event planner or office manager in the past? This role might be for you!

Interested?

- Please get to know us if you don't already--*brickandbeamdetroit.com is a great place to start*
- Review the complete job description on the back of this page
- Fill out the form online & submit your resume following the instructions at brickandbeamdetroit.com/pages/ProgramCoordinator

Questions? Email the Executive Director at alissa@brickandbeamdetroit.com

Job posting will remain open through mid-August or until filled!

About Brick + Beam Detroit

Brick + Beam Detroit grows capacity around building repair in Detroit, Hamtramck, and Highland Park through hands-on workshops, DIY resources, online forums, and by connecting rehabbers to each other. B+BD was selected as a Knight Cities Challenge winner in 2015. Since then, the organization has successfully organized and sponsored many programs including hands-on skills workshops, informational classes, social gatherings.

Program Assistant

Role Description

Brick + Beam's part-time Program Assistant will help to deliver our program series through logistics support, managing digital communications, tracking impact, supporting community outreach, and supporting the overall organization's growth. The ideal candidate will be an independent problem-solver, excited about the opportunities and challenges of building rehab in Detroit. The Program Assistant will be someone who is self-motivated, has excellent communications skills, and excited to embrace the opportunities and challenges of a start-up initiative.

Qualifications / Experience

Some qualifications, skills, and experiences we will be looking for include:

- Experience or education related to nonprofit administration or communications. Bachelor's Degree not required, 2+ years relevant work experience ideal.
- Familiarity with or curiosity about the challenges of renovating buildings in Detroit
- Excellent interpersonal skills with the ability to communicate directly and actively listen
- Ability to use online tools to communicate with our community, promote our work, and share information with partners
- Experience supporting and promoting successful community events
- Ability to set goals, meet deadlines, and evaluate results with minimal day-to-day supervision
- Comfortable taking instruction and asking questions for clarity
- A strong sense of personal accountability
- Ability to think about projects holistically, ensuring work supports project goals and org.'s mission
- The ideal candidate will reside in, or have a strong relationship to, the communities of Detroit, Hamtramck, & Highland Park.

Responsibilities

Support Programming & Overall Organization:

- Support the execution of events by managing logistics such as catering, location selection, and printing
- Be onsite for classes to coordinate logistics and support the instructor
- Help to manage B+BD calendars and internal documents
- Manage a community outreach plan and market events to new audiences (including physical distribution of flyers/posters, posting events on B+BD digital platforms and other community calendars)
- Track data and survey class participants
- Be ready to step-up and take on other tasks that will make workshops successful!
- Support B+BD growth: Be proactive and problem-solving in your day-to-day work to expand B+BD's capacity as a growing organization!

Lead Social Media & Support Support Digital Communications:

- Work with the Executive Director to implement a social media and communications strategy
- Maintain our online forums and web presence: assist in moderation of Q&A, mapping forums, and contractor list on Brickandbeamdetroit.com
- Help to manage incoming communications via email, facebook, IG, and other digital routes.

Support Impact Metrics:

- Work with the Executive Director to regularly pull metrics on how Brick + Beam is making an impact in the community. This may include tracking user testimonials, attendance data, and web site analytics
- Assist Executive Director in compiling and submitting regular progress reports to grantors

About the Job:

- The Program Assistant will work both remotely and from TechTown Detroit, a minimum of one in-person meeting per week with the Executive Director is required
- Workshops and events take place on weekday evenings and on Saturdays
- This is a 1099 contract role, with approx. 20 hours per week.

Brick + Beam is an equal opportunity employer and encourages all people to apply! B+BD will prioritize candidates who reside in Detroit, Hamtramck, & Highland Park.