



Stockton University

Live Work Learn Summer Program

Position Title: Office Assistant (Internship)

Status: Hourly Non-Exempt

Hours: 10-20 hours per week

Pay: \$15.49 per hour

Schedule: Typically weekdays, some nights and weekends required for special events

The goal of the Ducktown Community Development Corporation is to enhance the quality of life in the Ducktown neighborhood for residents and businesses. To plan for the future well-being of its diverse communities. To balance the physical, economic, and social needs of the neighborhood through land use planning, environmental management, neighborhood improvement, housing, culture, and community development. And to promote and protect the economic vitality and human health of Ducktown. Our neighborhood revitalization plan includes building a vibrant, livable, and inclusive neighborhood. Leveraging assets, investments, and coordinating programs. Promoting culture, economic opportunity, and resilience. And of course, engaging with members of the community.

Job Description:

The role of the Office Assistant is a temporary summer internship with the possibility of wage increase and part-time employment after the Live Work Learn program concludes. This dynamic role will prepare you for a multitude of careers while learning how a non-profit operates. Day to day will typically be spent either in our office doing clerical tasks or outdoors in the neighborhood doing hands-on activities to enhance the neighborhood's beauty and safety. The Office Assistant will work closely with our team of Street Captains and Program Director.



Responsibilities

- **Social Media/Website:**
 - Assisting with the creation, publishing and scheduling of online content on Ducktown's various social media platforms
 - Monitoring user engagement, posts and responses to Ducktown's social media posts and promotions
 - Provide a consistent social media presence
 - Checking form submissions on the website and filing data
 - Editing website
- **Promotions and Outreach:**
 - Assisting with promotional materials such as flyers, posters, and other marketing collateral to promote the organizations events and activities
 - Walking the neighborhood handing out information and marketing materials to promote events, community meetings, and resources
 - Tabling at community events
 - Submitting events and activities to local news outlets to be published
- **Event Assistance:**
 - Setting up and breaking down events and presentations
 - Work with team and clients to assist with event planning
 - Take pictures/videos during events
- **Admin/Office Support**
 - Maintaining office cleanliness and organization
 - Greeting and assisting visitors
 - Correspondence via phone and email
 - Printing and stapling documents
 - Data collecting and reporting
- **Maintenance**
 - Community garden maintenance (watering, weeding, harvesting, etc.)
 - Community clean-ups
 - Painting



The Ducktown Neighborhood Community Development Corporation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other legally protected status. EOE M/F/Disability/Vet

It is preferred, but not required that candidates who apply for this opportunity are bilingual (Spanish, Bangali, and/or Vietnamese and are an Atlantic City Resident.)