



**Job Description for SSNL Program Assistant  
ReIMAGINE Mack Road Foundation  
Mack Road Partnership**

<b>Position Title</b>	SSNL Program Assistant
<b>Status</b>	Contracted
<b>Program</b>	Sacramento Summer Night Lights Program (SSNL)
<b>Reports To</b>	SSNL Program Coordinator

**General Job Description:**

Under the immediate supervision of the SSNL Program Coordinator and support/direction from Director of Community Partnerships, the SSNL Program Assistant is responsible for assisting with the planning, coordination, implementation and on-site operation of the Sacramento Summer Night Lights programs. This position supports the supervisor, SSNL programming and SSNL program staff.

This contracted position requires flexible availability on Thursdays from 10:30am to 5:00pm, Fridays and Saturdays from 2pm - 10pm.

**WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- Ensure SSNL equipment is properly secure and stored away
- Monitor staff schedules and professionalism
- Supports supervision of a team of 10 -14 staff and volunteers
- Keep track of all daily complete and uncompleted program task
- Assists in the review and approval of time sheets
- Review and submit collected data
- Holds site, staff, and program responsibility in absence of SSNL Program Coordinator
- Supports implementation of site outreach plan, ongoing assessment of community participation and identification of additional outreach efforts as necessary
- Supports facilitation of SSNL youth-employee development curriculum
- Supports collaboration with SSNL program partners, including law enforcement, community based organizations, and city departments
- Develops schedules, nightly staff assignments, monitoring performance, providing direction, input and feedback, and modeling appropriate behavior and professionalism
- Attendance and participation in all SSNL program meetings and planning sessions
- Supervision of daily set up, operation and break down of program activities and equipment
- Supports developing and managing supply, equipment, and staffing needs
- Tracks program activities and organization of site documents
- Use and understanding of various social media platforms used to reach our target audience

- Other duties as assigned

**EXPERIENCE & WORK PLACE REQUIREMENTS:**

- High School Diploma
- Skilled in conflict management
- Highly dependable and flexible
- Ability to multi-task
- Punctual Knowledge of violence intervention and prevention techniques
- Demonstrated ability to establish and maintain positive working relationships with others both internally and externally
- Ability to work in a fast paced work environment
- Experience in working with youth, family and community based programs in at-risk communities
- Ability to work cooperatively and effectively with others to set goals and resolve problems
- Proficiency in the use of computers for word processing, simple accounting, spreadsheets, databases, email, and internet
- Must be able to stand for long periods of time, carry a minimum of 30 lbs., and engage in labor intensive activities
- Requires management or related experience
- Thorough knowledge of principles, practices, and methods of community based outreach, trauma informed care, operations, and service coordination
- Ability to communicate effectively both orally and in writing
- Recordkeeping and report writing required
- Maintain effective, professional working relationships with other staff and the general public

**DESIRED:**

- At least 2 years serving youth and young adults in a leadership role
- Bachelor's degree
- Experienced working with urban communities
- Familiar with the Mack Road/Valley Hi area
- Data collection
- Mandated Reporter First Aid, and CPR certified

**APPLICATION SUBMISSION PROCESS:** Please complete the Employment Application and submit it along with your cover letter and resume to [SacSNL1@gmail.com](mailto:SacSNL1@gmail.com) using the words SSNL Program Assistant as your subject line.

Due to the high volume of applications only those candidates who are deemed to be a good fit will be scheduled for an interview. The ReIMAGINE Mack Road Foundation and SSNL reserves the right to close or modify application deadlines, and will accept applications until the needs of the program are met.

**APPLICATION DEADLINE:** April 27, 2019

**EQUAL OPPORTUNITY EMPLOYER:** The Mack Road Partnership & ReIMAGINE Mack Road Foundation provides equal employment opportunities for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.