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West Central Abbey Communications and Market Assistant

Introduction

The West Central Abbey is a community grounded in the practices of justice, joy, compassion, and peace in the West Central neighborhood of Spokane, WA. We are an open and inclusive presence that values the dignity of all living things, both human and nonhuman. Through relationships with partner organizations, neighbors, and our members we develop a Rhythm of Life that upholds our practices and provides opportunities to extend those in the neighborhood.

If you would like to learn more about the West Central neighborhood through developing relationships, listening to people's lived experience, and working with a diverse set of partners, then this position is for you. West Central is a complex neighborhood where you can learn first hand the tensions of income inequality, food scarcity, power dynamics, gentrification, and resource management. The Abbey invites applicants of all backgrounds, genders, sexual orientations, ethnic backgrounds, and spiritual backgrounds.

Position Description

The West Central Abbey is seeking a Summer Program Assistant to fill a full-time summer position in the West Central neighborhood in Spokane, WA. This position is supervised by the Vicar and will work closely with other Abbey staff and the Neighborhood Market Manager. The student worker will spend the summer creatively connecting the Abbey to the wider community through innovative communication strategies and through maintaining the relationships and partnerships in the West Central neighborhood.

Schedule & Compensation

This is a non-exempt, full-time position of up to 40 hours/week for the summer of 2022.

- Working hours should be arranged to accommodate responsibilities without the need to exceed 40 hours per week on any regular basis.
- Weekly schedule should be worked out in advance with the Vicar based on the activity at the Abbey.
- The workweek at the Abbey is Tuesday through Saturday. Sundays and Mondays are off.
- Holidays the worker is not expected to work: Juneteenth, Independence Day, and any religious Holy Days the worker might observe from their tradition.
- Absence due to illness must be reported, to the best of CMI's ability, at least 24 hours in advance
- Time-off may be requested at least two weeks in advance (without pay).
- Salary begins at \$15/hour

Primary Responsibilities

Neighborhood Street Market

- Provide program support for the Market Manager for the monthly market event.
- Effectively advertise the Neighborhood Street Market through a variety of creative means. This could include creating and distributing flyers, running ads in local publications, social media marketing etc.
- Recruit and coordinate Volunteers.
- Provide leadership during set up for the market event day, working with vendors and performers.

- Take initiative to help the Market run as smoothly as possible including assisting with set-up and take-down at each market.

Abbey Communications

- Disseminate thoughtful communications to connect West Central neighbors to Abbey programs
- Connect with West Central businesses and organizations to explore potential partnerships
- Manage West Central Abbey social media
- Assist with internal Abbey communication needs
- Perform administrative tasks such as responding to emails, printing, data entry etc.

Desired knowledge, skills, abilities of candidate

- Experience using computers including using word processing software, sending emails, creating documents and spreadsheets etc.
- Ability to work in a collaborative and team-oriented environment
- Organized and task oriented
- Ability to learn new technology if needed
- Experience using cloud-based technology for document sharing, editing, printing etc.
- Demonstrable design skills for creating flyers, social media posts, etc.
- Excellent verbal and written communication skills. Ability to converse with diverse groups of people, both in person and over the phone.
- Able to lift, move, set up and tear down items such as tables, chairs, etc.
- Desire to live out the values of the West Central Abbey and participate in our Rhythm of Life.