POSITION OPENING: PROJECT ASSISTANT

The Participatory Budgeting Project (PBP) is seeking a highly motivated individual to support local implementation of a new participatory budgeting process in Greensboro, NC. Over the next year, the City of Greensboro will engage thousands of residents in directly deciding how to spend $500,000. The Project Assistant will support and be supervised by the Community Engagement Coordinator and work closely with other PBP staff, City staff, local partners, and community members to coordinate events, facilitate community engagement, and support participants. This full-time position will be based in Greensboro and will last 10 months, starting in August or September 2015, with potential extension.

ABOUT THE PARTICIPATORY BUDGETING PROJECT

The Participatory Budgeting Project (PBP) is a non-profit organization that empowers people across the US and Canada to decide together how to spend public money. We create and support participatory budgeting (PB) processes that deepen democracy, build stronger communities, and make public budgets more equitable and effective. Through our work with partners in over 12 cities, we have engaged 100,000 people in deciding how to spend $98 million.

RESPONSIBILITIES

- Support the Community Engagement Coordinator in planning and logistics coordination for large scale neighborhood meetings, meetings of community volunteers to develop project proposals, and community-wide voting.
- Conduct community outreach.
- Facilitate communication and information exchange between the groups involved in the PB process.
- Assist community volunteers with developing spending proposals and vetting proposals with city officials and agency representatives.
- Contribute content to blog posts, websites, newsletters, presentations, reports, and other communications.

- Moderate and facilitate meetings and group discussions, and deliver presentations.
- Assist in the collection of data related to documentation and evaluation of the PB process.

DESIRED EXPERIENCE, SKILLS, AND STRENGTHS

- At least one year of demonstrated experience performing related work.
- Ability to communicate clearly and concisely, both orally and in writing, with diverse community members and City staff.
- Ability to work independently and organize, prioritize, process large volumes of work.
- Strong computer skills, including demonstrated proficiency with Google apps and Microsoft Office.
- Facilitation and public speaking skills.
- Strong judgment, decision-making skills, and creativity; ability to exercise discretion.
- Proficiency in English and an additional language.
- Experience working with community organizations and local government, ideally in Greensboro.
- Demonstrated commitment to democracy.
- Willingness to work irregular hours, including evening and weekend meetings.
- Ability to drive and access to a vehicle for local transportation.

Educational requirements:

We understand that there are a wide variety of paths towards the skills necessary for the position. As such, there are no formal educational requirements, as long as the applicant can demonstrate mastery of the desired skills. We do, however, value experience gained through educational programs, including credits completed in related subjects.

COMPENSATION

$30-33,000 annual salary, prorated to the length of the contract. Strong benefits include full health insurance and 4 weeks annual paid vacation.

HOW TO APPLY

Please email applications to info@participatorybudgeting.org, with Greensboro Assistant in the subject line. Applications should include the following, if possible compiled in a single pdf: 1) cover letter explaining your relevant experience and interest in the position; 2) resume; and 3) list of three professional references with contact information. We strongly encourage applications from people of color, women, and LGBTQ individuals. Applications will be reviewed on a rolling basis, until the position is filled.

For more information, visit http://www.participatorybudgeting.org