



## OPEN POSITION

### *Job Title: Workforce & Community Engagement Administrator (Full Time)*

This position will maintain the workflow and work culture for the growing team of ~40. This position is the lynchpin for all things in professional development, subsets of human resources, governance relations, fund development, and communications. At [The Planning Council](#), we believe our team is the best asset we have, and the **Workforce & Community Engagement Administrator** sees to it that internally the employees needs and challenges find resolve, and proper annual and on-going trainings are the best that can be offered. Keeping the organization relevant and pushing this message both internally and externally is imperative.

Additionally, a critical component is working in partnership with the CEO, managing the board governance relationships and projects and assist in launching and driving the fund development growth of the organization. The **Workforce & Community Engagement Administrator** is both an in-house and an outward facing position representing The Planning Council within the greater community and all media outlets, traditional & social media.

#### SUMMARY

The **Workforce & Community Engagement Administrator** reports to the President/CEO and supports all activities of the President/CEO. As far as internal impact, they administer the employee relationship strategy through ADP, the strategic relationship management with our healthcare benefits, the administration of our annual/on-going performance management. They drive the onboarding process from start to completion, they monitor the recruitment processes, and they coordinate all in-house trainings and team gatherings. They monitor a regular flow of external & internal communications. They hold responsibility for the day-to-day management of the office, some parts directly, but most indirectly. This position requires strong organizational skills, critical thinking, and the ability to anticipate next steps. Regular communication and updates to the CEO creates a productive partnership and are critical to success in the position.

As far as external impact, they are the liaison to the Board of Directors, they work to build the infrastructure for all fund development efforts, and they push all community leader relationships toward the betterment of TPC.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

##### 1. HUMAN RESOURCES

- a) Conduct or arrange in-house trainings, professional development, retreats, and team gatherings.
- b) Liaise between The Planning Council and ADP, healthcare, and other employee benefit vendors.

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## 2. BOARD & FUND DEVELOPMENT

- a) Maintain close communication with The Planning Council Board members to ensure care is delivered in keeping them informed.
- b) Manage fund development administrative responsibilities such as cultivating major and individual donors, managing the NAP Tax Credits, data analytics and demographic data collection // management.

## 3. COMMUNICATIONS

- a) Maintain the organization website, Social Media presence (LinkedIn and Facebook) to remain relevant and regular in the minds of our diverse audiences.
- b) Keep the in-house and remote team operating as one with ample communications and connections.

## 4. OFFICE MANAGEMENT

- a) Monitor and manage all IT and property needs.
- b) Ensure all office equipment and supplies are handled efficiently.

### Added abilities to make the job a fit:

- Offer suggestions and develop solutions to help promote effective and efficient work processes and innovative programs.
- Maintain high levels of advocacy and team confidentiality to ensure the success of TPC and our mission.
- Utilize interpersonal and organizational abilities, writing and editing skills, and media relations experience.
- Strong project management skills, as well as keen sense of attention to detail.
- Demonstrated sense of urgency and ability to manage multiple priorities simultaneously.
- Demonstrated ability to build and maintain relationships with internal team and business partners across all levels of the organization.
- Strong ability to work independently and use proper judgement in a business setting.
- Excellent listening skills with a strength in keeping confidences.
- Excellent verbal and presentation skills that convey trust and credibility.
- Capable of facilitating engaging and interactive live training sessions as needed.



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### EDUCATION and/or EXPERIENCE

**Preferred:** Bachelor's degree. **Required:** Experience in providing exemplary customer service, work in an orderly style to reduce chaos, present strong oral and written communications skills, demonstrate ability to manage multiple tasks simultaneously, possess the ability to coordinate projects, activities, and keep/meet deadlines and budget. Familiarity working in a nonprofit preferred. Must have strong computerskills including Microsoft Office Suite, data entry, database management, and reporting.

### QUALIFICATIONS

1. Demonstrates dependability, reliability, and flexibility.
2. Leads with a willingness to meet program goals and objectives.
3. Driven with detailed organization and ability to anticipate next steps.
4. A curiosity to forge new paths and innovate the team in doing so.
5. Demonstrates ability to relate well to individuals of diverse racial, ethnic, religious, and socioeconomic backgrounds and of varying abilities.

### COMPENSATION

Annual salary for this position is \$50,000 to \$55,000.

### CANDIDATE SUBMISSIONS

*Qualified applicants should send cover letter and resume to the President/CEO, Jo Ann Short, at [jshort@theplanningcouncil.org](mailto:jshort@theplanningcouncil.org).*