

**NEW BEDFORD TRANSFORMATIVE DEVELOPMENT INITIATIVE
ADJUNCT FELLOW POSITION**

JOB TITLE: Project Assistant

JOB SUMMARY: The North End/ Acushnet Avenue Transformative Development Initiative (TDI) Partnership seeks a dedicated and detail-oriented Project Assistant to join the team for an eight (8) weeks summer project. As a Project Assistant, you will play a vital role in supporting the project's overall success by providing efficient coordination, organization, and communication. Your strong organizational skills and ability to work collaboratively will contribute to the seamless execution of project tasks.

If you are passionate about economic development, eager to make a difference, and ready to embrace the challenges and opportunities that lie ahead, we invite you to apply. Join us in pursuing a vibrant and thriving district, where your skills and aspirations can flourish.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Work collaboratively with the TDI Fellow and Partnership
- Contribute to the entire project lifecycle
- Conduct event outreach
- Identify and coordinate with vendors and service providers
- Organize and monitor schedules and see that deadlines are met
- Coordinate efforts within the Partnership and with outside partners efficiently
- Report updates verbally and in written
- Monitor the budget with the fiscal agent and help ensure resources are used efficiently
- Help discern requirements and assign tasks
- Complete any necessary administrative tasks

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Minimum Selection Requirements:

- Excellent organizational and multitasking abilities
- Strong communication and interpersonal skills
- Detail-oriented with a keen eye for logistics
- Ability to work well under pressure and meet deadlines
- Prior experience in event coordination or similar roles is preferred
- Bilingual with English and Spanish, Portuguese, or Cabo Verdean Creole proficiency

PREFERRED QUALIFICATIONS:

- Familiarity with the district and its cultural events.
- Other language skills in Spanish, Portuguese, or Cabo Verdean Creole
- Recognition that this type of role may require unique hours and multi-stakeholder engagement, and a demonstration that the candidate can meet these conditions

COMPENSATION:

Stipend: \$5,000

DEADLINE:

Please submit cover letter and resume to cedcfamilia@gmail.com by **June 16, 2023**.