

PACE Is Hiring For An Assistant Planner & Board Liaison In New Bedford

COME JOIN THE PACE TEAM!

POSITION AVAILABLE FOR: ASSISTANT PLANNER/BOARD LIAISON, APPLY NOW! Deadline is May 31st.

PACE, Inc. is a non-profit Community Action Agency incorporated in 1982 to mobilize and utilize both public and private resources to affect the improvement of the economic and social quality of life for low income residents of the Greater New Bedford area for the last 42 years.

The candidate selected to fill this position must have the following qualifications and skills:

- AA/BA with at least one (1) year experience in community work preferred;
- Self-motivated, detail oriented, and able to work independently and with supervision;
- Must possess good interpersonal, oral and written communication skills;
- Experience with data collection, aggregation, analysis and reporting;
- Ability to multi-task as well as maintain a professional relationship with all staff;
- Willingness to obtain agency ROMA Certification and on-going training as needed.

The candidate will work closely with the Director of Community Impact to measure and report on the progress of agency-wide programs and services. In addition, this candidate will act as a liaison between the agency and the Board of Directors, as well as, an ambassador at community events.

Excellent benefits include paid vacation time, personal time, sick time, and holidays; low-cost health insurance, dental, vision plans, and no-cost life insurance.

SALARY: \$24.00 per hour, 30 – 35 hours per week, 52 weeks per year

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

E-mail a cover letter, resume and the name of the position you are applying for to: hrjobapplications@paceinfo.org, no later than: Friday, May 31, 2024

