



## **About Us**

The Friends of White Oak is a nonprofit association of individuals, businesses and service providers formed to promote the common interest of the White Oak community in Silver Spring, MD. The organization promotes the well-being and improvement of the public image of the White Oak community, sponsors events and community forums, and advocates for improved government services.

The organization was incorporated in January 2021 and is creating its infrastructure and laying the foundation of formal goal setting, as well as how those goals will be measured and benchmarked. Operating informally for nearly three years, Friends of White Oak built its reputation of tapping into the voice of the residents through the representation of numerous civic associations, large and small businesses, retailers, and governmental agencies.

Represented on the board is a diverse group of individuals representing sectors such as education, business, homeowner associations, as well as local and federal government agencies. We are in the White Oak area of Montgomery County (east county) with proximity to downtown Silver Spring and the northern Prince George's County areas of Laurel and College Park, not to mention a new bus rapid transit system and access to the I-495 beltway.

***We are seeking a contractor to work 15 hours per week for 9 months (until 6/30/22).***

## **Position Overview and Responsibilities**

- Research and create brief case statements for urban development and renewal that are relevant to White Oak.
- Develop a library of development projects in the White Oak community, interacting with developers, construction firms, area businesses and civic leaders. The contents of the library will find a home on the website of the FOWO, providing public recognition for the intern.
- Assist in gathering the background and qualifications of prospective members of a new volunteer advisory committee.
- Coordinate website changes with the web designer.
- Monitor and post appropriate content on key social media platforms such as Facebook, Instagram, and Twitter.
- Prepare a monthly electronic newsletter for the community and maintain/grow the email list for communications.
- Monitor the email account and, retrieve and process mail from the PO Box.
- Attend monthly board meetings and ensure minutes and agenda are distributed in advance of each meeting. Take minutes at the meeting and disseminate to the Board along with agenda and supporting reports for approval.
- Provide a monthly report to the Board on activity and work accomplished.

- Maintain a listing of businesses and civic associations in the White Oak community.
- Schedule speakers for community forums, and support logistics for community events.
- Maintain online files, databases and contact lists to ensure information is detailed, current, and supports the initiative's success
- Interact with area stakeholders include public safety officials, planning board members, county government liaison staff, leadership of homeowner associations to establish a channel of communication to learn more about their needs, concerns, and recommendations for the White Oak community.

This is an opportunity for a self-directed and creative professional to manage a small project, interact with officials and work with a team of volunteers that collectively have years of experience in placemaking and urban renewal.

### **Key Competencies**

- Detail and accuracy orientation; deadline driven
- Strong organizational skills
- Excellent communication skills, ability to consistently emulate an organization's voice
- A desire to create impact and make change in the community

### **Requirements**

- Demonstrated experience in administration of a small business
- Two years of college.
- Ability to think strategically and creatively
- Proficient with Microsoft 365, WordPress, Mailchimp, Zoom and social media platforms
- Strong interpersonal skills, ability to work collaboratively as well as independently
- Self-starter (the work is remote)
- Confidence to create reports that may include marketing plans and outreach campaigns
- Creative and fun disposition

### **Attributes**

- Knowledge of the nonprofit sector
- Ability to think strategically and critically
- Strong organizational skills - detail and accuracy orientated; deadline driven
- Excellent written and verbal communication skills
- Problem solving and decision-making skills
- Good judgement and time management skills
- Independent self-starter as well as a team player
- A sense of humor

This is a 15 hour per week position for 9 months (until June 30, 2022). It is a contract position that pays \$1500 per month. The position is expected to be extended into 2023 depending on additional funding. This is a completely remote position.

Send cover letter and resume to [info@friendsofwhiteoak.org](mailto:info@friendsofwhiteoak.org) by October 15th.

No calls or emails accepted.

*Diversity and Inclusion Statement*

*Friends of White Oak is a diverse, inclusive, and equitable workplace where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard. We are committed to modeling diversity and inclusion for the entire community, and to maintaining an inclusive environment with equitable treatment for all.*