



**JUNIOR LEAGUE OF
BUFFALO**

Women building better communities

JOB DESCRIPTION

Title: Project Development Chair
Project Development Co-Chair

Member: Community Council

Goal: To guide the Project Development in its purpose to study and evaluate trends and needs of the community, to create and follow a process for determining future JLB projects and designs and monitors JLB projects.

Duties:

- Member of the Community Council
- Chair Project Development
- Inform and updates Community Vice President of committee status and progress
- Educates council members and membership-at-large on the status and progress of the project
- Arranges for training, meetings and coordination of events/workshops related to the committee
- Serves on Ad-Hoc Project Evaluation Committee and adheres to the procedures according to the JLB White Book
- Serves as liaison to each project chair to provide assistance with the Mid-Year Evaluation Form and Application
- Oversees the financial budget and assures allocation of funds within guidelines of JLB reimbursement procedures
- Coordinates writing of Perspectus article about the project
- Plan and implement the fall and spring placements
- Collects Mid-Year Evaluation(s)
- Assist with transition of project(s)
- Designs, distributes and calculates survey responses from the membership as to interest and needs to serve on placements for community projects
- Conducts community needs assessment and collects information on the needs of not-for-profit human service agencies
- Researches and brings forward projects/focus areas to the membership

Time Involvement:

- General meetings once a month
- Community Council meetings
- Project Development Committee meetings
- Serves on the Ad Hoc Project Evaluation Committee
- Placement hours require availability for the fall and spring events and flexibility to conduct planning and attend outside committee meetings
- Contact via phone and e-mail

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills. The person should also possess strong skills regarding ability to work with diverse populations, as well as an understanding of not-for-profit human service agencies.