JOB DESCRIPTION

Community Building Coordinator

Department: Community Programs
 Supervisor: Associate Director of Community Programs
FLSA Category: Non-Exempt
Position Status: Part-Time (30 hours/week)
Annual Salary: $14.00-$17.50
Primary Office Location: Maplewood Learning Center

Position Objective:
The Community Building Coordinator (CBC) primary role is to oversee, administer and coordinate the on-site impactful programs for youth and adults that create stable homes and inspire families to transform their futures. The CBC works independently and in a team manner in the following strategic areas as a means to help the majority of working families break barriers to achieve family success and focus all programs, partners, and activities in the strategies of: Next Gen Success, Financial Security, and Family Stability. The CBC will work with the Community Programs Management Team in reaching all goals and objectives set for the each year, and will be directly supervised by the Associate Director of Community Programs.

Essential Duties and Responsibilities:
Core duties and responsibilities include the following.

1. Oversee, coordinate, and provide Next Gen Success programs such as: academic support for students K-12, Running Readers Program, Achiever Program and others as assigned. Ensure that students attend regularly to the mentioned programs with a priority on: implementing the Achievers and Running Readers program as directed in department policies and procedures, focusing on attendance, completion of programs, and K-3rd students increasing their reading abilities by 3rd grade.

2. Outreach, engage, and refer residents to the Financial Security programs to support residents in their goals in the areas of: increasing their income, savings, employment, or establishing/increasing credit score or related topics.

3. Outreach, engage, recruit, and retain relationships with CHW adult residents including parents to increase their Family Stability and Community Engagement thereby creating healthy families and rental communities.

4. Coordinate, manage, and oversee CHW’s partnership with USC School of Social Work alongside the CHW Achieve Management Team at Maplewood Learning Center. Specifically: understand and adhere to CHW’s MOU with USC, supervise on-site work and provide support to the MSW candidates, and attend regular team meetings between USC and CHW.
5. Works with Volunteer and Partnership Manager (VPM) to coordinate, manage, and track existing and new partnerships to support on-site needs.

6. Work with the VPM to research and refer residents to local resources to achieve their goals.

7. Works closely with the VPM to orient, supervise, appreciate, and retain on-site volunteers.

8. Engage residents in the planning, coordination, and implementation of a minimum of 10 Family Nights, 1 annual cluster volunteer appreciation event, 3 Sustainability related gatherings, and 1 quarterly event centered on one or more of the following: health; education; finances; resources; sustainability, etc.

9. Works independently and in a team with various CHW departments, ConAm Property Management Staff, volunteers, partners, and funders.

10. Develop and maintain positive working relationships with ConAm Property Management staff and regional team by meeting regularly to plan new resident orientations, monthly resident meetings, and community events and to address any opportunities, challenges, or mutual goals.

11. Welcomes new residents by communicating (via phone, email or letter) and scheduling individual or group New Resident Orientations to introduce Learning Center programs and schedules.

12. Maintain and update the integrity of the LC data in ETO Software for all on-site programs on a daily, weekly, and monthly basis.

13. Collects, completes, and shares “Storytelling” form with supervisor on a monthly basis in efforts to capture resident successes.

14. Attend and participate in monthly department meetings, quarterly staff meetings, and other meetings as assigned.

15. Must be able to work Monday through Thursday including one night each week, two Fridays every month for staff meetings, and occasional weekends for field trips and community events. Must be available on site to open the Learning Center between 10:00 am-6:00 pm, Monday-Thursday for administrative time, adult engagement, meetings, and the after school hours, and attend the biweekly staff meetings on Fridays from 9:00 am-3:00 pm.

16. Complete administrative duties on-time (Timesheets, P-Cards, E-mail, Data Entry, and other as needed).

17. Supervises and consistently adheres to the policies and procedures related to the proper use of equipment, technology, and room usage by residents and volunteers in the Learning Center.

**Knowledge, Skills, and Abilities:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. Understanding or interest in issues of low-income families from psycho-social and economic perspectives such as immigration, domestic violence, and substance abuse issues, parenting related matters, and teen behavior challenges.

2. Work with residents to facilitate, engage, and recruit them to the on-site programs in the areas of Next Gen Success, Financial Security, and Family Stability.

3. Effective communication between residents, volunteers, property management, CHW inter-departments, partners, and funders. Must have College Level writing skills.

4. Understanding of Fair Housing and tenant/landlord laws, rules, and regulations a plus.

5. Fluency in English required.

6. Moderate to Expert experience with computers, Email, Microsoft Office (Excel, Word, PowerPoint, Publisher), database systems a plus, but not required.

7. Valid driver’s license and regular availability of an insured vehicle to travel.

8. Evidence of ability to work legally in the United States.

**Education & Experience:**

1. Minimum of BA in Education, Liberal Arts, Child Development, Sociology, Criminal Justice, Human Relations; or 4 or more years of experience in related fields.

2. Must have experience working with children and adults in similar setting.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move 50 pounds.

2. Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

3. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The workspace is in a community room setting. Community rooms are shared spaces that typically have kitchens and a learning center (computer room). The majority of programs take place in this shared space. There is a designated workstation for staff; however it is not set apart from the learning center. Noise levels vary, but can be moderate to high during programming and events.
Compensation:

- The salary range for this position is based on experience and qualifications.
- Benefits include:
  - health and dental insurance
  - life insurance
  - 401K
  - vacation
  - PTO
  - paid holidays.

Community Housing Works is an equal opportunity employer