



## **Community Development Coordinator**

This position will work with residents, community stakeholders and civic leaders to support Flint Neighborhoods and Genesee County Habitat for Humanity (GCHFH) Neighborhood Transformative Grant Program that promotes community development, community service, and community empowerment. Responsible for expanding and maintaining community relationships, insuring that outreach efforts are coordinated among appropriate GCHFH departments, and conducting evaluations to measure the program's impact on neighborhoods.

### **RESPONSIBILITIES**

#### **Outreach and Community Engagement**

- Recruit partners and generate support networks for program participants
- Conduct resident meetings and facilitate resident leadership within the meetings
- Create and implement annual community outreach work plan with goals and specific strategies for increasing constituent support and tracking progress
- Identify and engage community leaders, stakeholders, and residents in targeted geographic communities to enhance new and existing opportunities
  - § Learn of issues and opportunities in those communities and share with GCHFH staff and residents when applicable
  - § Recruit and develop leaders in those communities
- Identify emerging needs and issues that impact housing, economic self-sufficiency, or community vitality; propose appropriate responses, including new program or outreach efforts for GCHFH to respond to these emerging needs. Proactively communicate issues, observations, opportunities, and insights
- Set up and manage systems to share information across departments about outreach work
- Develop and utilize surveys to gauge impact of outreach efforts for purposes of reporting and refining outreach system
- Manage volunteers and interns to expand capacity of efforts
- Identify and develop effective relationships with and support from municipal agencies; government officials and staff; local, elected leaders; business people; housing groups and NPOs; schools and universities, faith groups and churches.
- Organize and train participants and community stakeholders as advocates and spokespersons to advocate for their needs and to educate local, state and national leaders and the community on needs.
- Develops relationships with other agencies that enhance program success; participate in professional networking by interacting with peers and influencers and attending events.
- Attend planning meetings.
- Maintains a master schedule of Community Engagement meetings and events.

### **Community Outcomes Evaluation**

- Implement and manage community evaluations using Success Measures Data System including training, planning, data collection, analysis, and reporting on data. Have clear understanding of the Success Measures NRI evaluation method
- Lead data collection effort
- Supervise data entry to ensure quality control
- Conduct data analysis and create reports to communicate with a variety of audiences
- Support effort to share results with staff and community
- Communicate and conduct needs assessments for education and support programs on an annual basis.

### **Other Responsibilities:**

- Attend and participate in a variety of events including staff and department(s) meetings
- Speak publicly to groups of all sizes seeking engagement
- Other duties as assigned

### **Demonstrate essential knowledge, abilities and skills**

- Ability to work very well independently, with excellent skills in teamwork and collaboration; able to manage multiple tasks, change priorities and adjust schedules as needed.
- Ability to communicate effectively, positively and professionally with participants, providers and others.
- Ability to work with individuals from very diverse backgrounds.
- Ability to maintain confidentiality.
- Adhere to a standard framework of boundaries in all interactions with guests, volunteers, staff and public.
- Have an understanding of the varied political and social landscapes of the Flint area.
- Demonstrated experience in quantitative methods, with ability to clearly articulate, interpret and present data with community partners.

### **Hours**

- This is a full-time position which will require evening and weekend hours.

### **Benefits**

- Please see personnel policy

**Please send cover letter, resume and salary requirement to [mkato@geneseehabitat.org](mailto:mkato@geneseehabitat.org) by October 15, 2016**