



Community Coordinator Job Description

We are seeking catalytic civic-minded leaders who have unique talents in connecting people to develop a shared vision for a better future and energize them to take action. If you love a challenge, thrive on organizing communities for a purpose and have ample patience to see a project through until completion, then consider applying for the Community Coordinator position.

The Community Coordinator position will work in a Richmond community-based organization to support the United for Progress (UP) Neighborhoods Initiative funded through (LISC) Local Initiatives Support Corporation. LISC is a national non-profit community development support organization with the mission “to help nonprofit community-based organizations transform distressed neighborhoods into healthy and sustainable communities -- good places to work, do business, and raise children.”

The UP Neighborhoods Initiative is a multi-year community development initiative designed for both physical redevelopment and human development in targeted Richmond neighborhoods. The Community Coordinator will work directly for a community based non-profit organization. The community nonprofit, also known as the “Convening Agency,” will take responsibility to engage community members in collaboration with other stakeholders in quality of life planning and project implementation in their neighborhood.

Position Summary:

The Community Coordinator is a people and project manager working on behalf of the neighborhood-convening agency towards building a sustainable community. S/he will facilitate volunteers in neighborhood outreach and relational-organizing activities to discover the existing resources and assets in the neighborhoods and help stakeholders discover a shared vision. The Coordinator must efficiently coordinate work teams that include community leaders, volunteers and consultants, acting as the key point of communication and project manager. Critical projects include: assisting volunteers in interviewing neighborhood leaders, coordinating the development of a neighborhood quality-of-life agreement and implementing various “quick-start” community projects.

This full-time position will be based at the Convening Agency and will report directly to a Convening Agency Director. The projected start date for the Community Coordinator is ?

Key Responsibilities

- Coordinate door-to-door outreach and one-on-one meetings to recruit the participation of residents and agencies in the community planning efforts
- Maintain the community planning calendar of meetings and assist the CBO with communications.

- Assist the CBO supervisor coordinate community service projects by soliciting volunteers and resources that solve an identified need or opportunity.
- Assist neighborhood convening agency to develop contact with residents, business owners and community organizations to form and/or strengthen a collaboration of stakeholders including but not limited to: residents, school administrators, youth, business owners and family service providers in or to the neighborhood.
- Facilitate organizational networking and help neighborhood stakeholders build relationships through shared vision exercises, planning and project implementation.
- Assist convening agency to recruit new leaders, welcome new participants and encourage diversity during the course of planning and quick start project implementation.
- Communicate neighborhood meetings, activities, projects, LISC training events and resources available through LISC and other agencies serving neighborhood.
- Coordinate community planning sessions to identify community assets and needs.
- Prepare for community meetings among residents and neighborhood agencies, take meeting notes, and draft action plans.
- Coordinate logistics for neighborhood meetings, events and relevant activities.
- Develop quick start project request for funds and compile reports to LISC
- Maintain record keeping and program reporting systems, including time tracking, performance outcomes and accounting for funds.
- Perform other relevant duties as assigned.

Minimum Qualifications

- 2 years related work or volunteer experience in community organizing in low to moderate income communities
- High School diploma and some college courses
- Ability to work with diverse groups and lead volunteer teams.
- Excellent communication and presentation skills (verbal and written).
- Proficient in use of MSOffice (Word, Excel, Powerpoint) software, email and internet
- Must be willing to work flexible hours, including some evenings and weekends.

Preferred Qualifications:

- Bachelor's or Masters degree
- 5 years related work or volunteer experience with community organizing in low to moderate income communities
- 2 or more years managing volunteers in a formal program or capacity
- MS Access software proficiency
- Strong project management skills
- Spanish language proficiency may be helpful depending on the neighborhood.