

Center for Neighborhoods

Job Description

Job Title: COMMUNITY DEVELOPMENT COORDINATOR

Reports To: Planning Director

FLSA Status: Contract; \$25.00 Hourly

Approved By: Mellone F. Long, Executive Director 11/17/21

Background:

Center for Neighborhoods believes that neighborhood-based Community Development Corporations (CDCs) and similar organizations could be a highly successful vehicle to catalyze resident-led neighborhood development that ensures that current residents are among the first and primary beneficiaries of neighborhood development. This has been a successful approach in peer cities including Indianapolis, Cincinnati, and Memphis.

In 2019, Center for Neighborhoods founded the Louisville Community Development Network (LCDN), in partnership with 30 other Louisville organizations. The establishment of a network or coalition for CDCs and similar organizations is a foundational first step to building a system that is supportive, inclusive, and meets the needs of existing and future CDCs. This network will provide space and enhanced access to shared learning, supportive partnerships, shared advocacy, and transformational system change.

Center for Neighborhoods is seeking a consultant to serve in a part-time capacity to support LCDN. This individual will provide staff support for membership, network events and relevant research..

Essential Duties and Responsibilities:

Engagement:

- Connect and build relationships with CDCs and similar organizations across Louisville;
- Receive and analyze community input to increase understanding of needed support.

Coordination:

- Plan, invite, and facilitate network events other related events that create space for collaboration;
- Plan, invite, and facilitate network events for training;

- Develop and maintain communications strategies to increase information sharing, coordination, and general communications across the community development system.

Research:

- Continue research and development of reports and/or materials;
- Seek out available resources, best practices, and trainings for CDCs and similar organizations;
- Relevant policy opportunities for enhanced community development systems.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Minimum Qualifications:

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. Successful completion of a background investigation which may include, but not limited to, verification of education, certifications, and licenses, previous employment, driving record, credit check, personality testing, drug screening and a criminal background check is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree from an accredited college or university with a major in community development, urban planning, public administration, communications, sociology, social or behavioral science, public affairs or related field; **and** 3 years or more experience in community field experience working with diverse groups and the general public in urban neighborhoods. A combination of education and related experience may be considered.
- Average experience and skill level with Microsoft Office Suite software and working knowledge of Google Suite is mandatory. Experience in Adobe Suite is a plus.
- Experience in project coordination and group facilitation is required.
- Experience in literary research and quantitative/qualitative data collection and analysis is required.

Certificates, Licenses, and Registrations

A valid Driver's License; and access to a vehicle with current automobile insurance meeting Kentucky minimum coverage requirements.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations in the English language. Ability to write reports and business correspondence in the English language. Ability to effectively present

information and respond to questions from groups of managers, clients, customers, and the general public. Ability to work with a language translator, in-person or by video, when needed.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually quiet; however, an occasional moderate to loud environment should be expected. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A hybrid of in-person and remote work is supported. Non-traditional work hours, including nights, weekends and holidays, may be required up to 30% of the time.

Compensation:

This is a part-time, temporary contract position that will be compensated on an hourly basis.

How to Apply:

Please submit a cover letter, resume, and 2 references by **December 20, 2021**.

Materials and Questions should be directed to:

Jess Brown, Planning Director, Center for Neighborhoods

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502-589-0343 office