

Job Description

Block Programs Coordinator

Function:

Coordinator provides advocacy and community organizing functions and fosters sustainable living in the greater Fishtown, Kensington, and Port Richmond areas. Coordinator organizes activities, events, and/or workshops that provide information on how residents can take action to pursue community improvement and involvement in their neighborhood on property, vacancy, and sustainability-based issues. Coordinator oversees sustainable programming in support of existing City efforts, including **recycling and tree planting**. Coordinator provides key advocacy and partnership building support to the implementation of the North of Lehigh Neighborhood Revitalization Plan, which sets priorities in areas such as public safety, code enforcement, and environmental justice. Coordinator supports and promotes department's and NAC's diverse programming on a variety of levels, from working with individuals, block groups, and civic associations to **social media outlets**. Coordinator assists constituents and organization with open space development and management. Coordinator employs various activities as a means of improving the quality of life in NKCDC's service area: historic preservation designations, **zoning oversight**, compilation and maintenance of **neighborhood conditions data**, and **Elm Street Program**. Coordinator assists constituents with relevant City-wide programming needs.

Reports to: Director of Community Engagement

Responsibilities:

- Manage diverse community engagement efforts under supervision of department director.
- Under supervision of department director, develop workshops and events calendar, effective program-related operational plans, agendas, guiding programmatic documents, and reports.
- Establish and maintain effective working relationships with government officials and representatives, businesses, community groups, and the general public.
- Identify distribution options and develop rationales for communications materials for differing programmatic areas.
- Manage various programs, as assigned, with goals of growing program participation and efficient and effective management.
- Refer residents to sources of assistance in City government and other organizations particularly around property-based inquiries. Maintain organized records of constituent interactions, programmatic files, and other background information.
- Attend community meetings related to NKCDC initiatives, promoting NKCDC programming and ensuring strong community input as needed.
- Assists with various administrative, contractor-related, and resident-related responsibilities associated with the Elm Street Program.
- Oversee management of departmental website, Facebook page and Twitter account.
- Maintain positive environment at Garden Center via proper maintenance and programmatic scheduling.
- Serve as departmental representative on relevant planning and urban design processes. Serve as resource and key input on strategic design projects pursued by NKCDC.
- Develop community-driven guiding principles around planning and zoning matters, among other issues, in coordination with residents and civic groups. Manage zoning requests for geographic areas without civic representation.
- Conduct project-related research, gather and analyze data, and present results as needed. Working with department director, identify programmatic data collection needs and assist with development of database collection systems.
- Research grant opportunities and prepare applications as assigned. Under the supervision of department director, develop and oversee programmatic budgets, and manage projects as assigned.

- Write promotional materials as needed for targeted audience.
- Respond to media requests in courteous and effective manner.
- May be responsible for providing oversight and supervision of other staff or programs.
- Other duties as assigned.

Qualifications and Requirements:

- Bachelor's degree. College courses in a discipline related to sustainable neighborhoods or significant experience working in said capacity preferred.
- Ability to communicate in Spanish verbally a plus.
- Knowledgeable in green and environmental resources.
- Working knowledge of zoning processes and ability to navigate online zoning resource.
- Knowledgeable in public affairs and neighborhood issues a plus.
- Energetic, organized, and highly motivated person with ability to work in both indoor and outdoor environments. Flexibility and willingness to do a variety of tasks.
- Excellent interpersonal and verbal and written communication skills. Ability to interact with patience, courteously, efficiently, effectively, and in an organized manner with staff, residents, and partners from diverse cultural backgrounds.
- Excellent organizing, coalition-building, and facilitation skills. Strong conflict resolution and motivational skills. Ability to foster involvement in organizational programming.
- Ability to understand and follow verbal and/or written policies, procedures, and instructions.
- Ability to perform a variety of duties and responsibilities with consistent accuracy, attention to detail, and speed under the pressure of time-sensitive deadlines. Ability to work independently and collaboratively, take initiative, analyze assignments, identify sub-tasks, prioritize, and keep various assignments moving simultaneously.
- Excellent knowledge of the Microsoft Office programs: Outlook, Word, Excel, PowerPoint, Publisher.
- Experience with graphic design or marketing material production a plus.
- Proficiency in ArcGIS, SketchUp or Adobe Creative Suite a plus.
- Available to work evening and weekend hours.
- Valid driver's license; access to a personal vehicle is a plus.

Compensation: Competitive salary with excellent benefits including HMO health plan, long- and short-term disability insurance, life insurance, paid vacation, and 403(b) retirement plan.

Application Process: Send cover letter, résumé, and writing sample by Friday, August 7th, to Andrew Goodman, NKCDC, 2515 Frankford Avenue, Philadelphia, PA 19125, 215-427-1302 (fax) or to agoodman@nkcddc.org (e-mail).