

**BRONX NEIGHBORHOOD HOUSING SERVICES CDC, INC.
JOB POSTING**

JOB TITLE: Community Engagement Coordinator – Part Time

Community Engagement Coordinator, Bronx

Reporting to the Director of Operations, the Community Engagement Coordinator is a key member of the Bronx NHS team to ensure the program is on track to meet and exceed all stated outcomes.

Responsibilities:

- Designing and implementing an aggressive marketing and community engagement strategy that engages residents through door-to-door canvassing, tabling, seminars, email blasts, mailings, community events, festivals, social media, and other opportunities;
- Recruiting, training, and supervising a team of “Bronx NHS Community Ambassadors”, Bronx residents who assist in executing the program’s overall outreach strategy;
- Representing Bronx NHS at residents’ association meetings, community events, and community partner meetings;
- Collecting, analyzing, and using data to manage outreach efforts and demonstrate results;
- Assisting Bronx NHS in building community support for our work, the development of local and Bronx-wide network of homeowners and block associations to share information about our services and advocate for neighborhood improvement;
- Conducting on-going research (survey collection, focus groups) to ensure that Bronx NHS addresses community needs and residents’ expectations;
- Planning and executing (in collaboration with other team members) monthly homeowners/homebuyers events such as fairs, conferences, evening workshops, tabling, and Borough-wide events;
- Updating Bronx NHS social media sites and website; and
- Performing additional duties as assigned by Director of Operations and Management.

Tenant organizing duties

- The Community Engagement Coordinator: Organize apartment tenants at a building-wide and neighborhood-wide level to address housing-related issues, including conflicts with tenants’ landlords; conduct outreach and know-your-rights trainings; mobilize tenants for building wide actions and forums; facilitate tenant meetings; assist in developing organizing strategy.

This position is for a highly energetic, outgoing “people” person who can engage people of different backgrounds and readiness levels to Buy, Fix or Preserve homeownership.

Qualifications:

- Bachelor Degree required or equivalent.
- Community organizing and outreach experience required. Experience working in diverse communities.
- Familiarity with homeownership services a plus.
- Entrepreneurial, self-starter, motivated and minimal supervision needed.
- Demonstrated positive, collaborative approach to work, including a commitment to high impact customer service and problem solving.
- Proficient in MS Word, Outlook, Excel, Google Apps, and social media tools (e.g Facebook, Twitter, Pinterest, WordPress).
- Experience in learning and mastering new software applications.
- Excellent oral and written communication skills.
- Ability to multi-task, work well as part of a team, and maintain positive relationships with staff, management and other key stakeholders.
- Passionate about community development.
- Must be able to work some evenings and Saturdays.

Salary based on experience.

The Bronx NHS is an equal opportunity employer and welcomes candidates of all backgrounds. To apply, please send a cover letter and resume with the subject line: Community Engagement Coordinator Attn: Juan A Santana at j.santana@bronxnhs.org