

Position: Community Outreach Coordinator
Reports to: Director of Community Engagement
Start Date: Open – Immediate hire
Salary: Mid-40s

Summary: The Community Outreach Coordinator engages Brooklyn community leaders and residents in tenant advocacy and organizing for neighborhood improvement projects.

Responsibilities:

Civic/Community Organizing and Advocacy

- Organize and support new/existing block and tenant associations.
- Identify and help develop neighborhood leadership.
- Represent BSDC and community interests at public forums and community events.
- Conceptualize and implement campaign strategy.
- Coordinate and lead community education meetings, workshops, and events.
- Coordinate, support and provide technical assistance to member-led steering committee.
- Collaborate with community partners and members on tenant anti-harassment planning and strategy.
- Work on special projects as needed.

Outreach and Marketing

- Plan, coordinate and implement targeted outreach.
- Develop and manage opportunities for public presentations, to enhance public awareness of BSDC's programs, services and organizational initiatives.
- Conduct outreach and tabling in the community and at community events.
- Attend regular Central Brooklyn community meetings, such as Precinct Councils and Community Boards.
- Manage regular email communication to the community.
- Develop and distribute outreach materials to community residents
- Canvass and door-knock; organize and participate in phone banks and mailings.
- Follow up with and engage community members identified through outreach efforts.
- Organize actions, mobilizations, phone banks, media coverage and other activities.

Database and Grants Management

- Manage database of program and technical assistance records, and member profiles.
- Prepare monthly, quarterly and annual written grant reports.
- Ensure activities meet respective deliverables.
- Other duties as assigned

Qualifications/Requirements:

- Bachelor's degree and at least three years of experience related nonprofit, community organizing and training.
- Demonstrated experience in organizing and developing resident leadership, leveraging financial and technical resources to produce tangible improvement in neighborhoods, and facilitating collaborative efforts among community leaders, non-profits and public agencies.
- Self-starter. Ability to work independently and effectively as a member of a team.
- Demonstrated leadership capacity and sound judgment
- Computer literacy with proficiency in MS office suite (Word, Excel, PowerPoint).
- Excellent oral and written communication skills.
- Ability to work effectively with people of various races and backgrounds.
- Ability to multi task.

Apply To: Please send resume and cover letter to info@bsdcorp.org. Indicate "Community Outreach Coordinator" in subject of e-mail. Due to the high volume of applicants, only qualified candidates will be contacted. Bridge Street Development Corporation is an equal opportunity employer.