



Job Title: Municipal Affairs Coordinator
FLSA Status: Exempt
Reports To: Government Affairs Manager
Supervises: None
EEO1 Category: Professional

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The 24:1 Municipal Affairs Coordinator assists Beyond Housing's Government Affairs Manager with the work of the 24:1 Municipal Government Partnership (MGP). An ideal candidate would be highly organized, detail focused, possess strong interpersonal skills, be computer literate and would have a passion for serving in a fast-paced and mission-oriented non-profit organization.

The focus projects and tasks for the next 12 months of the 24:1 MGP include collaborative street and sidewalk repairs, an opt-in trash services contract, strategic code enforcement & inspections, TRIM grant and other collaborative projects for our municipalities.

This is a 12-month grant-funded full-time position with possible extension up to additional 12-months.

Responsibilities include, but are not limited to:

- Works closely with the Government Affairs Manager on planning, scheduling and coordinating the logistics and details for work related to the affairs of municipal government in the 24:1 footprint.
- Coordinates meeting-day logistics including assembly of meeting materials, meeting room and PowerPoint projector set-up, coordination of food delivery and etc.
- Attends regularly scheduled meetings during standard work hours and in evenings including the monthly Mayors meeting and other subcommittee meetings. Also includes municipal council/board meetings, community and committee meetings when necessary.
- Manages tasks and assignments that require follow-up from meetings and events and coordinates such tasks with mayors, municipal staff and Beyond Housing staff.
- Prepares meeting summaries and distribute via email to attendees.
- Researches and collects data on best practices related to 24:1 MGP focus projects and identifies relevant trainings, conferences and workshops.
- Collects, collates, and submits timely written updates for quarterly progress reports and quarterly financial reports.



- Works well with internal and external stakeholders and responds professionally, respectfully and in a helpful manner.
- Maintains confidentiality and ensures project accountability.
- Other duties as assigned including public presentation of 24:1 MGP projects and tasks.

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Preferred Experience and Qualifications:

- Bachelor's Degree in Public Administration, Project Management, Urban Planning, Community/Economic Development or related field preferred.
- 3-5 years of experience in municipal government, community development, public administration or a legal environment preferred.
- Demonstrated project management skills, including the ability to manage and prioritize multiple tasks and strong oral and written communication skills.
- Accomplishments that reflect the ability to take a proactive approach, exercise professional judgment, and make sound decisions.
- Exceptional customer service skills and an ability to work well with others.
- Experience drafting letters, writing reports and memos and other correspondence.
- Computer literate in Microsoft Office applications including: Word, Excel, Power Point, and Outlook.
- Ability to work occasional evening and weekend hours as needed.
- Position requires a valid driver's license and access to a vehicle.

Salary and Benefits:

- Full-time salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook

Application Instructions:

Please send resume and cover letter to hr@beyondhousing.org by February 9, 2018. For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.