



## Job Description

### Economic Development Special Projects Coordinator

**Organizational 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.

Beyond Housing's 24:I Initiative, which stands for **24 communities with one vision: strong communities, engaged families and successful children**, is an innovative, place-based community development initiative created to help solve the serious challenges facing residents and communities within the geographic boundaries of Normandy Schools Collaborative (NSC) in a complete and targeted way. This initiative is inspired by 10 years of successful work by Beyond Housing and its partners providing support and improvements in the City of Pagedale.

**Position Summary:** The Economic Development Special Projects Coordinator is responsible for economic development project assistance, asset management, external partner relationships and certain administrative tasks as directed by the Chief Economic Development Officer (CEDO). This position will manage and perform assigned projects from planning through completion of execution.

#### **Essential Functions & Other Responsibilities:**

- Investigate and research issues associated with economic development projects that arise in the course of planning, financing, designing and constructing economic development projects.
- Ensure timely preparation, internal review, submission, and approval of economic development project items such as land title research, land survey, environmental investigations, transaction documents, and other important project items.
- Routinely communicate with tenants in commercial properties owned and operated by Beyond Housing regarding topics such as lease status, building conditions, marketing to customers, operating expenses and others as identified from time to time by CEDO.
- Monitor property maintenance projects and property enhancements and ensure timely completion.
- Prepare routine financial performance analysis spreadsheet for commercial properties.
- Draft narrative descriptions of economic development projects completed and planned and maintain readily accessible files of same.
- Maintain records of before and after photographs and other documentation of economic development projects.
- Maintain Smart Goals data for economic development projects.
- Assist CEDO with execution of tasks from other projects not directly related to built environment economic development activities such as assistance to Propel Kitchens, 24:I Community Land Trust Board, and Beyond Housing Capital Fund.
- Manage special initiatives as assigned by CEDO.
- Provide analytical and writing support for national, regional, and local grant applications for economic development activities.



## Job Description

### Economic Development Special Projects Coordinator

- Provide analytical and writing support for reports and publications for economic development activities.
- Perform other duties as assigned.

#### **Core Competency Requirements:**

- 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.

#### **Experience and Qualifications:**

- Must be at least 18 years old and possess a High School Diploma or GED
- Bachelor or Master's degree preferred in related field
- Must demonstrate excellent oral and written communication skills
- 3 - 5 years of work/education experience in community development, social services, or a related field
- Demonstrated Project Management skills, including the ability to multi-task is required
- Must take a proactive approach, exercising professional judgment and make sound business decisions
- Must have knowledge of Microsoft Office applications including Word, Excel, Power Point, and Outlook
- Ability to be discrete and confidential with sensitive information is needed
- Ability to work occasional evening and weekend hours as needed is required
- Must demonstrate critical thinking & problem-solving skills while delivering quality results in the face of multiple competing projects/assignments

#### **Required Experience and Qualifications:**

- Strong interpersonal skills and a demonstrated capacity to connect with individuals across racial, ethnic, cultural, religious, gender, sexual orientation, ability, and other identities required
- Extensive knowledge and expertise of communities within the 24:1 footprint preferred
- Demonstrated experience with preparing for meetings of varying sizes, including developing presentations
- Must demonstrate exceptional attention to details and organizational skills
- Effective verbal and written communication skills required including telephone etiquette, generating electronic communications – developing internal and external paper documents, etc.
- Must be able to work independently and manage multiple competing priorities without constant supervision
- A demonstration of critical thinking, problem-solving, and conflict resolution skills is required
- Computer competency is required for internet use, Microsoft suite (Word, Outlook, Power Point, Excel, Publisher), Adobe, and other job-specific software
- Must be willing and able to work flexible schedules and perform work outside of the office or outside of conventional office hours occasionally as needed
- Must have access to reliable personal vehicle transportation and insurance

#### **Salary and Benefits:**

- Salary Range: \$44,000-\$48,000
- Full-time salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook



## Job Description

### Economic Development Special Projects Coordinator

#### **Application Instructions:**

Please send resume and cover letter to [hr@beyondhousing.org](mailto:hr@beyondhousing.org). This position will remain posted until it has been filled.

---

**ADA** – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

**Diversity & Inclusion Statement** At Beyond Housing, we are committed to promoting ***Diversity, Inclusion, and Equity*** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.

#### **Physical Requirements:**

This position works primarily in a social services agency environment supporting multiple functions directed at assisting clients with home ownership. The Economic Development Special Projects Coordinator will perform most functions in a business setting, either at the regular assigned worksite, or at off-site offices, training rooms and/or other room found to accommodate small or large groups of clients. This position may frequently fluctuate from being constantly sedentary while compiling documents, working on computers; phones and in personal interaction and conversations to being constantly in motion. This position may require occasional standing depending on the task being performed. The constant use of eyes and hands will be required in all environments where work is performed involving clerical task and personal interactions. The incumbent may frequently sit, stand, walk, reach, stoop, climb, lift, carry and bend when performing essential job function including traveling to worksites in a vehicle. Seldom is defined as 1% to 5% of the time. Occasional is defined as 6% to 39% of the time. Frequently is defined as 40% to 74% of the time. Constantly is defined as 75% to 100% of the time.

---

I have reviewed and determined that I am able to perform the essential functions of the position as explained above with or without reasonable accommodation(s). The following reasonable accommodations are required for me to perform these essential functions (write requested accommodation on blank lines below):

\*\*\***(Please enter N/A below if no accommodation is required)**\*\*\*

---

***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. The organization reserves the right to modify this job description in the future as needed. This job description in no way implies an employment contract. Beyond Housing is an Equal Opportunity Employer.***