



## Government and Community Relations Project Coordinator JOB POSTING

**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:** Under the direction of the Director of Government and Community Relations the BJA Community Based Crime Reduction Community Project Coordinator is responsible for planning, coordinating, and carrying out a comprehensive revitalization strategy by local organizations, residents, government agencies, consultants, businesses, and local service providers. The **BJA Community-Based Crime Reduction (CBCR)** leverages community knowledge and expertise to focus enforcement efforts on crime "hot spots" – neighborhoods where crime is concentrated. To generate long-term impacts, the program addresses a range of challenges. The Project Coordinator oversees all aspects of this project and coordinates the work of other resource partners and stakeholders. An ideal candidate would be a 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 areas include community engagement and public safety planning in the Wellston community. Wellston is a part of the 24:1 Municipal Partnership and additional efforts to support community priorities and alignment which include work around community vibrancy, unity, youth achievement, and more.

This is a project ending January 1, 2023, with a possibility of a one-year extension.

### **Responsibilities include, but are not limited to:**

- Convene community groups, police, prosecutors, and other key stakeholders to create new and/or strengthen existing results-oriented partnerships around shared public safety goals in specific neighborhoods within the City of Wellston
- Participate in local council meetings and community group meetings.
- Present existing planning documents to receive community feedback and stakeholder buy-in.
- Collaboratively develop and implement specific, dynamic plans to resolve identified crime problems.
- Develop and manage subcontracts and regulatory compliance with our partnering organizations.
- Facilitate partnerships and communication with the community
- Understand and follow all federal procurement process.
- Ensure project accountability
- Collect, collate, and submit timely quarterly reports.
- Work with other coordinators to support Beyond Housing's program and activities.
- Other duties as assigned.
- 3-5 years of experience in positions related to housing, community development, community mobilization and/or public safety.



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### **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.

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

- Bachelor's degree
- Demonstrated project management skills, including the ability to manage and prioritize multiple tasks and partners
- Familiar with low-income communities
- Excellent oral and written communication skills
- Ability to manage and prioritize multiple tasks and strong oral and written communication skills.
- Ability to take a proactive approach, exercise professional judgment, and make sound decisions.
- Ability to adapt and be flexible in incorporating new projects and roles into the position.
- Exceptional customer service skills and the 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 evening and weekend hours as needed.

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

- Master's Degree
- Grant management experience
- Experience with managing contracts, consultants, and partnerships
- 2-4 years of experience in municipal government, community development, public administration, or a legal environment

### **Supervisor:**

Director of Government and Community Relations

### **Salary and Benefits:**

Salary Range - \$45,000.00 - \$50,000.00

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

### **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.

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Physical Demands (Percent of time applicable during a workday)			
Description	%	Description	%
Climate Controlled Environment	85%	Taste	
Non-climate controlled environment	5%	Smell	5%
Inside Building/structure	85%	Stooping	5%
Outside of building/structure	5%	Kneel	5%
Sitting	5%	Crouch	5%
Standing	95%	Crawl	5%
Stationary	15%	Climb	5%
Walking	95%	Lift (lbs. /frequency %)	75 lbs./50%
Reaching Overhead	50%	Carry (lbs. /frequency %)	75lbs./50%
Reaching Other	60%	Bending	10%
Talk	90%	Driving	25%
Hear	95%	Use hands/fingers to handle or feel	98%
See	100%	Eye/Hand Coordination (%)	100%
Other:			

*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.*

### **Summary of Physical Requirements:**

This position works primarily in an office environment supporting multiple functions at the assigned and remote locations. The Manager of Public Policy & Special Projects 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. The incumbent may occasionally 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.

**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.