



## Government Relations Coordinator Job Posting

Overview: Beyond Housing is a nationally recognized community development organization that works to strengthen families and transform underserved communities to create a stronger, more equitable, and prosperous St. Louis region for all. 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 Government Relations Coordinator is responsible for planning, coordinating, and carrying out comprehensive public policy and local government initiatives; and will serve as an organizational representative for community partners, elected officials, and residents. The Coordinator will report to the Director of Government Relations and Community Engagement (GRACE).

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

- Collaborate with the Director of GRACE to plan, prepare and implement meetings and projects, and build relationships with elected leadership in the 24:1 footprint, including but not limited to the 24:1 Municipal Partnership.
- Coordinate and support municipal partners with community projects like pooled purchasing and contracting, grants, communications, and local capacity building. Recent examples include updating building and inspection codes, adopting a 24:1 Master Land Use and Economic Development Plan, a comprehensive street overlay project, and coordinated health insurance purchasing across multiple municipalities.
- Coordinate, facilitate, and promote coalitions supported by Beyond Housing, including 24:1 Municipal Partnership and 24:1 Public Policy Advocacy Council as a part of the 24:1 Community Coalition.
- Coordinate meeting-day logistics, including, but not limited to the 24:1 Municipal Partnership, 24:1 Mayors, and subcommittees by assembling meeting materials, administering meeting room audio and video set-up, ordering and delivering/picking-up of catering, and other responsibilities to ensure successful meetings.
- Plan and implement strategic, results-based, and consistent community engagement of community partners, elected officials, and residents to inform projects, programs, and services.
- Work closely with the Director of GRACE to stay informed of the legislative processes and public policy advocacy at state and local levels.
- Support with the coordination for the implementation and ongoing engagement of the 24:1 Community Vision Report, the resident-driven community vision completed in 2019.
- Design and implement public policy campaigns for private contracts, as assigned.
- Manage tasks, assignments, and required follow-up from meetings and events.
- Prepare meeting summaries and distribute via email to attendees.
- Collect, collate, and submit timely written updates for quarterly progress reports and quarterly financial reports.
- Maintain confidentiality and ensure project accountability.

- Represent the GRACE team through participation and engagement with employee committees, as assigned.
- Supervise GRACE department practicum students and interns as assigned.
- Other duties as assigned.

### **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, Critical Thinker** -- 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:**

- Bachelor's Degree in Public Administration, Project Management, Urban Planning Community/Economic Development, Social Work, or related field required.
- Minimum of 1-2 years of experience in community engagement preferred.
- Extensive knowledge and expertise of communities within the 24:1 footprint preferred.
- Demonstrated capacity to connect with individuals across racial, ethnic, cultural, race, gender, sexual orientation ability, and other identities required.
- Strong attention to detail and process oriented.
- 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 be innovative and creative with problem solving.
- Ability to work in fast-paced environment and adapt quickly to changes.
- Exceptional interpersonal skills and an ability to work well with others.
- Experience drafting letters, writing reports and memos and other correspondences.
- Experience in group facilitation required.
- Public speaking/presentation experience required.
- Knowledge of concepts, practices, and principles related to community engagement preferred.
- Event planning experienced preferred.
- Computer literate in Microsoft Office applications including: Word, Excel, Power Point, and Outlook.
- Ability to learn and use additional applications and cloud-based programs.
- Flexibility to work evening and weekend hours as needed.

### **Supervisor:**

- Director of Government Relations and Community Engagement

### **Supervises:**

- Practicum Students and Interns

### **Salary and Benefits:**

- Salary \$48,000
- Benefits for full-time position as determined in current Beyond Housing Employee Handbook.

## **Application Instructions:**

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

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## **Summary of Physical Requirements:**

This position works primarily in an office environment supporting multiple functions at the assigned and remote locations. The Government Relations 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. 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.

<b>Physical Demands (Percent of time applicable during a workday)</b>			
Description	%	Description	%
Climate Controlled Environment	95%	Taste	
Non-climate controlled environment	5%	Smell	5%
Inside Building/structure	95%	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:			

***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.***

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***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.***

***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.***