

## **Neighborhood Revitalization Coordinator Position Description**

Date: 2/1/2021

Reports to: Neighborhood Revitalization Manager

Department: Family Empowerment

Classification: Full Time

### Purpose of the position:

The Neighborhood Revitalization Coordinator is responsible for administering and organizing select Neighborhood Revitalization programs and operations within the Family Empowerment Department. This position works closely with resident driven organizations and community partners to transform and strengthen neighborhoods and residents.

### Expected Time Commitment

- Full-time position, 40 hours per week, Salaried
- Work week to include Monday through Friday, 9:00AM – 5:00PM with occasional evenings and weekend events.
- Evaluation at 90 days, 1 year and yearly thereafter
- Attend weekly Neighborhood Revitalization meeting – Approx. 1 hour
- Attend monthly Family Empowerment Department meeting – Approx. 1 hour

### Essential Requirements

- Understand Habitat for Humanity: Neighborhood Revitalization is one of Sussex County Habitat for Humanity's most visible elements; as a result, communities will seek Habitat-related knowledge.
- Strong Interpersonal Skills: The Neighborhood Revitalization Coordinator must exhibit strong listening and evaluation skills working collaboratively with staff, community partners, and diverse communities.
- Strong Administration & Coordination Skills: The Neighborhood Revitalization Coordinator will be directly responsible for administering two programs – Home Energy Counseling and Checkup (HEC2) and Statewide Refrigerator Replacement, while coordinating elements of additional Neighborhood Revitalization programs when needed.
- Program Management: The Neighborhood Revitalization Coordinator must have working knowledge of grant-funded community programs, and possess the skills and experience to effectively administer program requirements and achieve program goals.

## Responsibilities

- Responsible for completing all requirements of the Home Energy Counseling & Checkup Program (HEC2) to include processing applications, conducting home energy counseling check-ups, data tracking and communicating effectively with program applicants.
- Responsible for completing all requirements of the Refrigerator Replacement Program to include processing applications, partnering with the Lewes ReStore for deliveries, data tracking and reporting and communicating effectively with program applicants.
- Oversee and coordinate Neighborhood Revitalization events in surrounding communities.
- Implement, sustain and grow outreach processes to identify, recruit and shepherd potential program participants.
- Assist in generating and presenting qualitative/quantitative reports utilizing recorded data and statistics.

## Knowledge, Skills & Abilities

- Bachelor's degree in related field or equivalent work experience.
- Effective communication skills, both written and oral
- Demonstrate strong writing and public speaking skills.
- Time management, problem solving and strong analytical and multi-tasking skills.
- Employs the ability to train, motivate, empower and supervise a team and delegate tasks as needed.
- Ability to work well with people from diverse backgrounds with varying degrees of experience.
- Ability to handle multiple projects simultaneously.
- Self-motivated & confident with ability to work with minimum supervision.
- Bi-lingual in English and Spanish preferred but not required.
- Desire to work as part of a team and willingness to promote the principles and views of Habitat for Humanity
- Computer proficiencies in Microsoft Office, Google, Zoom, email, etc.

## Work Environment / Physical Requirements

- The Neighborhood Revitalization Coordinator will balance their time between an office and community setting.
- Position requires that the Coordinator perform duties in individual's homes as well as outdoor settings.
- Must have dependable transportation, valid driver's license and have a clean driving record.
- Must be able to stand for long periods of time and lift 25-50 pounds when necessary.