

## POSITION DESCRIPTION

### Classification

Exempt

### Reports to

Director of Community Impact

### Summary/Objective

The Community Development Manager supports the Neighborhood Revitalization program through outreach efforts. Key duties include frequent contact with focus area residents and partner organizations, event planning, external communications about program developments, and represents Neighborhood Revitalization in the community.

### Essential Functions

1. Build and maintain relationships with residents, local agencies, and community stakeholders.
2. Manage the education program, including outreach to partners, residents, and scheduling.
3. Work with residents to identify and implement neighborhood projects. Lead planning sessions and offer critical feedback on community projects.
4. Empower residents and serve as a mentor to up and coming neighborhood organizations.
5. Organize, plan and run events and meetings.
6. Develop neighborhood action plans.
7. Engage volunteers from the community, including residents, private citizens and corporate groups.
8. Administrative duties including phone calls, filing, data entry and writing the program's newsletter.

### Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Familiarity with Orlando's nonprofit organizations and social service agencies.
3. Strong communication skills, with a focus on public speaking, leading neighborhood meetings, electronic and written communications, and participating in partner meetings.
4. Excellent project management skills.
5. Comfortable working in a diverse environment.
6. Strong computer skills, including but not limited to: Microsoft Office Suite, publisher, map software, etc.
7. Knowledge of Asset Based Community Development
8. Team oriented and comfortable working collaboratively with other departments and outside organizations.
9. Detail oriented and highly organized.
10. Knowledge of and willingness to promote the mission and values of Habitat for Humanity.

### Supervisory Responsibility

This position has no staff supervisory responsibility. Occasionally, the Community Development Manager will supervise volunteers and interns.

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### Work Environment

This job operates in a professional office environment or at various event sites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position may require working in various weather conditions.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires extended periods of sitting and standing. The employee must also occasionally lift and move up to 25 pounds. Applicants must be able to work outdoor events and participate in door to door outreach to community members and local businesses.

### Position Type/Expected Hours of Work

This is a full-time, exempt position. Typical office hours are Monday-Friday, 9am to 5pm. Given the nature of outreach work, regular evening and weekends are required. Schedule is subject to change with short notice at the approval of the Director of Community Impact.

### Travel

Travel is primarily local during business hours and mileage is reimbursed. Use of a personal vehicle is required.

### Required Education and Experience

Bachelor's degree in the social sciences, health and human services, social work, communications, public administration, nonprofit management or related field.

Two years of experience in outreach or community organizing for social change.

### Preferred Education and Experience

Bachelor's degree

Three years of experience in outreach or community organizing

Bi-lingual; Fluent in Spanish and/or Creole

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### To Apply:

Please send resumes and cover letters to [employment@habitorlandoosceola.org](mailto:employment@habitorlandoosceola.org)

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