



Community Assets Coordinator Job Description

Coconino Coalition for Children & Youth Mission:
*To provide leadership in developing community-wide strategies
that enhance the well-being of children and youth in Coconino County.*

The Community Assets Coordinator (CAC) will assist with the CCC&Y's mission by increasing Asset-building in Coconino County through the use of Search Institute's Developmental Asset model. The Community Assets Coordinator is responsible for the following:

- Upholding the mission, vision, and values of the CCC&Y
- Coordinating with other agencies, organizations and individuals to carry out the goals and objectives set forth in the Community Asset-building Initiative's agenda by:
 - Working closely with the Prevention Policy Board (PPB), the CCC&Y Executive Director and the Coconino County Juvenile Court (CCJC) to create a vision for continuing and revitalizing the Asset-building Initiative
 - Developing and disseminating the vision throughout Coconino County
 - Identifying and mobilizing additional collaborators
 - Recruiting community members to participate in working groups
 - Reporting to the PPB, the CCC&Y Executive Director and the CCJC on the progress of Asset-building activities, mobilization efforts and recommendations for change in the implementation of the Initiative
- Demonstrating knowledge and application of Search Institute's Developmental Assets model and applying this knowledge to educate and inspire others
- Empowering and involving young people in Asset-building and in the activities of the Initiative by:
 - Visiting schools and connecting with school administrators
 - Organizing and implementing Asset-building activities including awareness presentations, intergenerational activities, workshops and trainings
 - Connecting with community youth groups
 - Working closely with the CCC&Y Executive Director, the CCJC, and the Initiative's working groups to implement the Early Intervention Program
 - Developing and implementing multiple workshop series for community youth, based on the most needed Assets
- Maintaining and tracking the finances of the Title V grant by:
 - Monitoring expenses and revenues
 - Tracking receipts
 - Maintaining financial records and processes
 - Providing financial reports and time cards to the Executive Director

- Researching sustainability options for the Asset-building Initiative
- Conducting community outreach by:
 - Representing the Coalition at community meetings and events.
 - Travelling to communities outside of Flagstaff that have not yet had the opportunity to participate in the Asset-building Initiative
 - Research and evaluate communities with successful Asset-building Initiatives outside of Arizona
 - Conducting needs assessments and community surveys to children, youth, their parents and caregivers
 - Disseminating information about the *40 Developmental Assets* to individuals and organizations throughout Coconino County
 - Organizing and hosting county-wide events in coordination with the Board of Directors, committees, working groups and members.
 - Publicizing activities and recruiting youth and adult participants
 - Meet with key community leaders and agencies to inform and educate them on the Assets
 - Taking an active leadership role in motivating and guiding community agencies to adopt Asset-building strategies
 - Cultivating collaborations and partnerships with other organizations in the community and increasing their knowledge of the Developmental Assets
 - Attending the Search Institute's Big Tent Conference or other asset related educational trainings

Minimum Qualifications:

- Community program management and implementation experience in related field.
- Knowledge or history of working with non-profits.
- Ability to work with people from diverse backgrounds and cultures.
- Experience with public speaking and workshop facilitation
- Excellent participatory leadership skills.
- Ability to manage multiple priorities.
- Strong organizational skills.
- Excellent verbal and written communication styles.
- Experience in budget development and oversight.
- Knowledge of organizational development and capacity building.
- Reliable transportation, an Arizona driver's license, a clean driving record, and the ability to do some travel.
- Ability to pass a criminal background check.

Educational Requirements:

- Bachelor's Degree and/or a combination of the qualifications listed above.

**Preference given to candidates with previous experience working with and facilitating programs to adjudicated youth and their families/caregivers.