

NEIGHBORHOOD OUTREACH & COMMUNICATIONS COORDINATOR JOB DESCRIPTION

The Barelas Community Coalition (BCC), a certified non-profit 501(c)3, is a community-based planning and advocacy organization dedicated to limiting the negative effects of gentrification and development on historic communities like Barelas.

The Barelas Community Coalition mission is to create sustained partnerships with nonprofit/for-profit organizations and government agencies to bring needed services and resources to the community which

- Enhance education, promote economic development and job opportunities.
- Advocate for permanently affordable housing and housing rehabilitation,
- Ensure the responsible redevelopment of the historic Barelas Rail Yards
- preserve the community's heritage and historical resources.

Position General Objectives

Work directly with Barelas neighborhood residents to promote and encourage program and project involvement.

Represent BCC's mission and commitment to the community via various outreach strategies.

Oversee and facilitate outreach relations, communications, and logistical elements.

Provide flexibility and availability to represent BCC at meetings, functions, and other opportunities.

Abide by BCC's Code-of-Conduct.

Wages

Barelas Community Coalition, a certified 501(c)3 acts as the Employer.

This is a seasonal employment position for no more than 32 weeks.

Employee compensation will be an hourly rate of \$15/hour in bi-weekly payments.

Employee start date: To be determined; employee will commit no more than 15 hours/week.

Applicable taxes may be withheld from Employee's paycheck, and it is the employee's responsibility to report their taxes properly.

Job Requirements

Proficiency in use of email and social media platforms

Spanish speaking- writing and verbal translation- experience

Excellent customer service and communication skills

Quality/Skill Preferences

Residency in or connection to the Barelas neighborhoods

Connections and/or experience with historic neighborhood organizations

Strong verbal and communication skills

Experience working and communicating with diverse groups

Familiarity with computer programs including excel, word, and/or publishing/layout design programs

Commitment and passion for BCC's mission components, including community and local food access

Objectives for 1st year of work:

Establish Neighborhood Contact Directory, and update quarterly

Create email list and establish email newsletter system

Weekly Responsibilities:

Hold office hours and meet with community as needed

Maintain weekly email newsletters for neighborhood

Compile database of residents, community members, and stakeholders for communication

Act as point-of-contact for BCC's Community Outreach departments

Respond to emails, phone calls, etc. in timely manner (within 48 hours)

Communicate updates to Mainstreet Director

Create, implement, and coordinate strategies to connect and invite community participation

Tasks may include representing BCC at events, visiting neighborhood schools, attending neighborhood meetings, and more

Monthly Responsibilities:

Attend monthly BCC Board meeting

Attend monthly BNA, SBNA, and/or Casa meetings & provide summary report at next monthly Board meeting

Analyze new community events requests at least once/week

Add requests to spreadsheet, calendar, and various communication documents

Assemble & work with volunteer teams, as needed, to implement community outreach activities

Encourage collaboration and empowerment for objectives to be met

Ensure tasks, scheduling, and communications are evenly distributed amongst team

Promote BCC's code of conduct, and professionally represent the organization

Contribute to quarterly printed newsletter

Facilitate department meetings and communication as needed

Represent the organization and attend meetings

Translate media into spanish, and promote bilingual media for the organization and its programs

Other ongoing requirements:

Maintain website by updating content quarterly

Assist Mainstreet Director with projects as needed

Meet with Director for annual performance review

Create Annual Outreach & Communications report (to be presented at Annual Meeting and posted on website)

