

**Avenue seeks highly qualified Community Coordinator
for Workforce Development and Coalition Building work in the Northside of Houston**

Organization: Avenue

Background: Seven years ago Avenue began an intensive community building and engagement program called GO Neighborhoods. This successful program has helped to develop a robust Community Building and Engagement Department (CB&E) for Avenue.

Position: Avenue seeks to hire a skilled professional who will be responsible for the organization's **workforce development** and **coalition building programs**, under the supervision of the Deputy Director. The Community Coordinator will interact with, neighborhood residents, businesses and local nonprofit organizations. This staff member will carry-out outreach, organizing and research efforts in coordination with other CB&E team members to assist in the implementation of the Near Northside Quality of Life Agreement 2.0 (http://go-neighborhoods.org/tools-publications/lisc-publications/?blm_aid=33686). The staff member also serves as a project manager on any number of related projects and supports the communication strategy for the local program including reporting on the plan and leveraging financial and other resources to implement the plan.

This position reports directly to the organization's Deputy Director.

Key Responsibilities:

- Coalition building, convening and strategizing to implement the QLA 2.0
- Build relationships and identifying new leadership as part of Avenue's Community Building and Engagement Team
- Establish and maintain contact with residents and community organizations
- Network with community groups in conjunction with the community and resident leaders as appropriate.
- Coordinate and carry-out logistics for meetings, events and relevant activities.
- Maintain record keeping information systems.
- Attend and participate in community meetings, forums, and public events as required.
- Perform other relevant duties as assigned.
- Generating organizational and community commitment to new priorities and projects.
- Assessing existing programs operating within the organization's neighborhood and identifying service deficiencies and opportunities.
- Providing project management to a range of programs, tbd
- Working with all community partners to attract and integrate new or improved services
- Preparing reports, as required, for submission to our funding partners.

Qualifications: A bachelor's degree is required; an advanced degree is preferred; minimum 2 years related work experience; bi-lingual in Spanish, strongly preferred; the demonstrated ability to develop and lead teams in diverse settings; strong project management skills; excellent writing and oral presentation skills. Strong computer skills including: Excel, e-newsletters and social media related applications. Must be willing to work flexible hours, including some evenings and weekends. Must be able to lift up to 50 lbs., mainly during special events.

Competitive salary and benefits