



## **Habitat for Humanity of Huron Valley Community Development Coordinator**

### **Organizational Background**

Habitat for Humanity Huron Valley (HHHV) is a dynamic, progressive nonprofit organization that works to provide affordable homeownership opportunities for low-income families in Washtenaw County. Habitat's work encompasses a broader view than just building or renovating one home at a time for one family at a time. We are committed to revitalizing neighborhoods and serving more families by responding to community aspirations with an expanded array of products, services, and partnerships, with the mission of empowering residents to revive their neighborhoods and enhance their quality of life.

HHHV's Community Development teams works in three neighborhoods in Ypsilanti Township, Michigan: Gault Village, West Willow, and Sugarbrook. The Community Development Coordinator will engage with residents, community stakeholders, and civic leaders in these neighborhoods to identify the strengths, assets, and aspirations of the community through community planning meetings and resident surveys. Working with other HHHV staff, the Community Development Coordinator will develop strategies to incorporate additional Habitat housing products to the neighborhoods. These housing products will include Habitat's homeownership model, home improvement programs, and financial education program. HHHV will also develop and coordinate strategies and programs designed to build and strengthen resident involvement in the neighborhoods.

### **Position Term & Schedule**

The Community Development Coordinator position is a full-time position, starting immediately. The position will report directly to the Habitat for Humanity of Huron Valley Community Development Director. Work schedule will vary during with frequent evening and weekend activities required. The position will be housed in the HHHV office, but will require extensive travel to the neighborhoods in Ypsilanti Township including attending monthly neighborhood watch meetings. Must have own transportation and valid driver's license. HHHV offers a competitive salary based on experience, health care insurance plan, Health Savings Account, 401(k) plan, and a generous paid time off schedule.

### **Responsibilities**

Community Development / Resident Engagement

- Connect to residents and community leaders
- Create opportunities for residents and community leaders to identify and express issues that they feel are important through community meetings, focus groups, and surveys
- Actively recruit and empower unengaged population segments to enthusiastically participate
- Help residents to empower themselves to develop new understanding of the issues, shared relationships, new resources and to enhance their capacity to utilize these resources to accomplish goals based on shared interests
- Build and maintain strategic alliances and strong working partnerships with community based organizations, community action groups and local government departments
- Serve as an articulate, enthusiastic and visible spokesperson for HHHV and the neighborhoods
- Apply for grant funding and oversee activities related to department grants including tracking outcomes, volunteer participation, and expenses
- Manage Exterior Home Improvement projects and other community projects in the neighborhoods

### Other Responsibilities

- Attend and participate in a variety of events including staff and department meetings
- Speak publicly to groups of all sizes
- Other duties as assigned

### Requirements

- Local knowledge of the Gault Village, West Willow, and/or Sugarbrook, Ypsilanti community including the political and social landscapes of the area
- Commitment to serving families with low-incomes and advancing the critical call for affordable homeownership in Washtenaw County
- Experience in community outreach, organizing and/or community engagement; have the skills to bring together community stakeholders including municipal agencies, government officials and staff, business people, other non profits, schools and universities, faith groups, and other neighborhood groups
- Experience working in—and communicating effectively with—ethnically diverse audiences
- Strong interpersonal skills and ability to work collaboratively with staff, community partners, and diverse community members and occasionally handle difficult situations and conflicts with finesse
- Ability to work very well independently, with excellent skills in teamwork and collaboration; able to manage multiple tasks, meet deadlines, change priorities and adjust schedules as needed
- Ability to manage volunteers and interns to expand capacity
- Good communication and presentation skills with the ability to write professional documents and speak to groups of various sizes
- Ability to work under pressure to handle frequent change, delays, and/or unexpected events
- Bachelor's Degree in a related field or equivalent life experience
- At least one year public speaking experience
- Proficiency with Microsoft Office Suite
- Familiarity with social networking and use of social media
- Knowledge of construction field preferred

### To Apply

Email resume and cover letter to Sarah Teare, Community Development Director, at [steare@h4h.org](mailto:steare@h4h.org) by Wednesday May 23, 2018. Candidates should save resume and cover letter as follows:

LastName\_FirstName\_Community Development Coordinator. **No phone calls, please.**

Habitat for Humanity of Huron Valley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.