

Lawrenceville Corporation

Job Description: Community Outreach Coordinator

(Part-time position – 20 to 25 hours per week)

Job Summary

The Community Outreach Coordinator is responsible for implementing Lawrenceville Corporation's (LC) community outreach initiatives and managing neighborhood greening strategies, as well as assisting in the general operations of the Lawrenceville Corporation. The Community Outreach Coordinator represents the LC in interactions with the community (residents and institutional leaders), elected officials and agency representatives, and assists the Executive Director, Business District Manager, and Finance Manager in duties including community event planning, community mobilization and neighborhood engagement. The Community Outreach Coordinator also has primary responsibility for coordinating Lawrenceville's Elm Street program and reports directly to the Executive Director. This position is a part-time position with expected hours of work between 20 – 25 hours per week.

Essential Duties & Responsibilities

Performs duties and responsibilities which may include any combination of the following tasks:

Community Organizing & Outreach

- Field inquiries about Lawrenceville from interested parties, including providing site location assistance referrals.
- Manage volunteers and committees related to community gardens, tree stewardship, community clean-ups, and other greening initiatives.
- Serve as liaison to Lawrenceville United regarding neighborhood activities.
- Work with staff and Board of LC and other community groups to plan and manage community planning efforts.
- Attendance at evening meetings will be required.

Elm Street Program Coordination

- Oversee Lawrenceville's Elm Street program/projects including façade improvement program, community events and information sessions, community clean-up days, vacant lot improvement strategies and greening initiatives.
- Primary staff liaison to Elm Street Committee: recruits and retains committee members, schedules meetings, prepares agendas and facilitates meetings, oversees follow-up and manages committee volunteers.
- Works with committee to plan and implement program sustainability.
- Manage relationships with state and local funders.
- Field telephone calls and e-mail inquiries about the Elm Street program.
- Maintain and build strategic partnerships with local organizations (e.g., Lawrenceville United, Lawrenceville Tree Tenders) and other Pittsburgh Elm Street programs.
- Attendance at evening meetings will be required.
- Attend mandatory Elm Street trainings and meetings (local and statewide).

Administration

- Assist other staff members with day to day office administration.
- Maintain organizational records, files and databases.

- Attend required committee and board meetings; assist with the taking of minutes, preparing of reports and setting of agendas.
- Provide support to Executive Director including other related duties as assigned by the Executive Director.

Education, Experience & Abilities

- Bachelors degree and two or more years of experience in program management, urban planning, community organizing or human services.
- Familiarity with the Lawrenceville, community organizing and community outreach.
- Strong organizational skills with a keen attention to detail.
- Positive and professional attitude; strong work ethic
- Familiarity or some work experience with residential real estate and/or development.
- Ability to communicate effectively and professionally, both orally and in writing. Professional writing experience a plus.
- Ability to exercise sound judgment concerning budget expenditures; funder, community and political relationships; partnership arrangements with local organizations.
- Demonstrated analytic, conceptual, planning and implementation skills.
- Ability to work independently and collaboratively in a small, non-profit environment.
- Must be willing and able to travel out of town occasionally for work-related meetings, trainings and conferences.
- Proficient software skills and proven experience using MS Operating System and Access.
- Experience with GIS a plus.
- Data base design and management a plus.
- Reliable transportation a plus.

Salary Range and Benefits

Salary is commensurate with experience and ranges between \$11.50 and \$13.00 per hour.

Please do not contact the Lawrenceville Corporation by phone regarding this position. Cover letter, resume and 3 references should be sent to HR@Lawrencevillecorp.com or mailed to Lawrenceville Corporation, Suite 114, 100 43rd Street, Pittsburgh, PA 15201.

Applications will be accepted on an ongoing basis until February 26, 2010 at 5 p.m.