

**Job Title:** Southwood Community Engagement Specialist

**Position Location:** Charlottesville, Virginia

**Reports to:** SW Community Partnership Coordinator

**Employment Type:** Full-time, Exempt-Professional, Salaried. Includes some evenings and weekends.

**Organizational Background:**

Habitat for Humanity of Greater Charlottesville is a non-profit organization that brings people together to build and rebuild homes and communities, so that everyone in Charlottesville can have a decent place to live. We are deeply committed to working in respectful partnership with community members to support healthy neighborhoods. The Southwood Community Engagement Specialist will be based at the Southwood Mobile Home Park, a 340 trailer community which Habitat plans to redevelop into a permanent, mixed-income community. The Southwood Community Engagement Specialist participates in supporting outreach, community meetings and redevelopment programming.

**We are looking for someone who has the following:**

- **Bilingual fluency required: English and Spanish**
- Outgoing, friendly, positive and “can do” attitude
- 1-3 years of experience living in a similar community, community outreach, social services or a non-profit setting
- Ability to respectfully listen to others and be non-judgmental
- Ability to manage confidential materials
- Ability to stay calm and focused in a changing environment
- Ability to build respectful relationships with community partners and co-workers
- Sensitivity to people from multiple cultures and backgrounds
- Computer skills including email and internet use
- Driver’s license and insurable driving record

**Things you will learn and do in this position:**

- Work with families to reach their financial goals
- Support community participation in the neighborhood redevelopment process
- Connect community members to programs and services
- Help plan and participate in community meetings
- Support communications like the neighborhood newsletter and social media
- Do outreach like door knocking, making and distributing flyers, phone calls and texts, and individual meetings
- Work with community volunteers to plan neighborhood festivals and events

**Habitat for Humanity of Greater Charlottesville is an equal opportunity employer. Women, minorities, and people with disabilities are encouraged to apply. If you are asked to interview and require modifications, please let us know.**