

Job Title: Southwood Youth Engagement Specialist

Position Location: Charlottesville, Virginia

Reports to: Southwood Associate Director of Community Partnerships

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 Youth 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 Youth 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 youth, 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:

- Coordinate children & youth outreach and engagement programs
- Assist in the coordination of community meetings and participate in meetings as directed
- Communicate directly with community members, establishing trust in a warm and respectful manner
- Connect Southwood children & young people to appropriate community partners, programs and services
- Support community youth participation in the neighborhood redevelopment process
- Connect community youth to programs and services
- Work with families to reach their educational and financial goals
- 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. Please send a full resume and detailed cover letter by email to Kathleen Baines, Office + Human Resources Coordinator at kbaines@cvillehabitat.org. No telephone calls, please. Applications will be accepted until an outstanding candidate is identified. You will receive a response in reference to your submitted resume by December 31, 2018.