

Job Title: Bilingual Community Engagement Manager (English/Spanish)

Position Location: Charlottesville, Virginia

Reports to: Director of Neighborhood Revitalization

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

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.

Habitat is currently redeveloping the Southwood Mobile Home Park, a 120-acre, 1,300 resident community located in Albemarle County. We are working side by side with residents to plan for a mixed-use, mixed-income community of more than 1,000 new homes and businesses. When complete, Southwood will be a national model of compassionate and inclusive resident-led redevelopment. At Southwood and elsewhere, Habitat rebuilds communities via a long-term Asset Based Community Development approach, using the skills and talents of community members themselves to help them achieve their own vision.

Job Summary:

The Community Engagement Manager will be based at the Southwood Office located inside the Southwood Mobile Home Park. In collaboration with the CPO and Director of Neighborhood Revitalization, the CEM will lead a team of two Community Connectors (CC) and oversee community organizing and resident empowerment initiatives in Southwood. The CEM will identify and foster grassroots leadership; recruit residents for resident-led committees that identify and take action on community priorities; mobilize members for advocacy events, and perform a variety of other tasks to build grassroots leadership. The CEM will also be responsible for planning, coordinating, hosting and doing outreach for community meetings and engagement events in Southwood. In close collaboration with the Director of Neighborhood Revitalization, the CEM will also support the resident-led neighborhood design process, including the creation of meeting materials, facilitation of design meetings, recruitment of resident planners, and coordination with design team consultants. The CES will also support resident rehousing efforts by providing outreach, financial coaching, and other direct services for Southwood residents.

Necessary Skills:

- **Bilingual fluency required: English and Spanish.**
- Ability to learn quickly and take initiative with limited direction while functioning within a collaborative, team environment
- Ability to remain calm and focused in a constantly changing environment
- 1-3 years of experience living in a similar community, community outreach, social services or a non-profit setting

- Ability to give full attention to what other people are saying and ask questions, as appropriate, for better understanding
- Ability to build strong relationships with community members guided by deep respect for them as equal partners who need space to exercise their own agency
- Comfortable working independently with strong initiative
- Aware of and sensitive to a diversity of cultures, life experience, power/privilege and backgrounds
- Experience in facilitating adult education groups and developing curriculum
- Interest in mentoring and/or coaching
- A strong understanding of personal finances, particularly in the areas of budgeting, asset building, and credit building
- Ability to manage confidential materials
- Computer skills including email, internet use, Word, Excel and use of the Google Suite
- Flexibility to work some regular evening hours and some weekends
- Driver's license and insurable driving record

Things you will learn and do in this position:

Community Organizing

- Oversee and closely mentor two part-time Community Connectors whose job is to create strong relationships with Southwood residents and support recruitment of recognized leaders in the community to serve on resident-led committees that advance the community's priorities
- Timely, creative, and aggressive outreach with residents via one-on-one meetings, house visits and other methods of grassroots outreach
- Develop and facilitate resident-led committees that identify, plan, advocate and implement action around community priorities
- Provide leadership-development training to community residents to allow residents to take greater leadership in organizing and advocacy activities
- Facilitate regular meetings and forums with public officials and other community leaders on topics important to neighborhood residents
- Assist in the development and facilitation of Southwood community meetings
- In close collaboration with CPO, plan, launch and grow a Southwood Resident Advisory Council that informs planning and decisions around redevelopment activities in Southwood
- Support community volunteers to plan and host neighborhood festivals and events

Resident-led Redevelopment Planning

- In close collaboration with the Director of Neighborhood Revitalization:
 - Help develop workshop materials or tailor existing materials to support the redevelopment partnership with community members
 - Plan and develop the community design curriculum and create/disseminate materials for hands-on design workshops.

- Conduct outreach like door knocking, making and distributing flyers, phone calls and texts, and individual meetings

Resident Supports

- Provide one-on-one financial coaching to families and individuals with a client-centered, strength-based approach towards their financial goals
- Understand and directly connect residents to services and resources offered in the community, such as employment services, educational enrichment programming, and other resources related to improving quality of life
- In conjunction with the Director of Neighborhood Revitalization, manage social media communications with Southwood residents
- Use Outcome Tracker, a client management system, to document and report on client outcomes, event participation, etc. accurately and in a timely manner

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.