

Job Title: Southwood Community Engagement Coordinator

Position Location: Charlottesville, Virginia

Reports to: Southwood Associate Director of Community Partnerships

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

Position 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 Coordinator 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 Coordinator participates in designing and providing redevelopment programming and outreach, financial coaching and the neighborhood design process in partnership with community members.

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:

- Assist in the development and facilitation of community meetings
- Develop workshop materials or tailor existing materials to support the redevelopment partnership with community members
- Provide one-on-one financial coaching to families and individuals with a client-centered, strength-based approach towards their financial goals
- Become a HUD certified financial coach
- Conduct outreach like door knocking, making and distributing flyers, phone calls and texts, and individual meetings
- Provide direct services as well as referrals to community resources
- Understand services and resources offered in the community, such as employment services, educational enrichment programming, and other resources related to improving quality of life
- Support community volunteers to plan and host neighborhood festivals and events
- Use Outcome Tracker, a client management system, to document and report on client outcomes 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.