Job Description
Resident Services and Engagement Coordinator

Organization Mission: *The Lowell CDC improves the quality of our neighbors by cultivating civic engagement, wealth creation, and equitable housing development.*

Purpose: The Resident Services & Engagement Coordinator will work to facilitate and promote resident and business engagement. Building and supporting networks within the community that produce leadership, advocacy and self-efficacy. To coordinate resident engagement services, programs and activities within the Lowell community. To facilitate and promote resident engagement, through partnerships with community organizations and service providers.

- Provide youth and adult enrichment activities to the residents of the FENIX apartments and the Lowell community.
- Build partnerships at the FENIX apartments with residents and community partners in the Lowell community to foster healthy relationships.
- Use an asset based approach to all activities and projects to promote community change and growth.
- Building partnerships with like-minded organizations to provide a wide variety of services for residents and businesses
- Building partnerships with like-minded organizations to train and equip residents in leadership development, outdoor education, advocacy, personal development and civic engagement.
- Plan and facilitate community events and programs that cultivate resident leadership, relationships and opportunities for personal development.
- Work with networks of resident leaders and business owners to build trust and find common goals for broader community change.
- Keep supplies and offices in order and functioning for community use.
- Facilitating activities that promote business development, home ownership, economic stability, civic engagement and resident leadership in the Lowell Neighborhood.
- Build partnerships with property owners and tenants in the Lowell community to foster healthy relationships.

Location: Meetings and workshops will be held at the FENIX apartments 250 N. Calaveras Fresno CA 93701, site visits will be in the Lowell Neighborhood and office work can be done at satellite locations or at the future main office: 234 N. Broadway, Fresno CA

Qualifications:

- Bilingual in Spanish is mandatory: verbal and written translation.
- Proficient in computer skills, Excel, Word, Google docs, Canva, Asana and web browsing.
- Presentation or teaching experience with excellent oral and written communication skills.
- Record keeping and grant tracking.
- Event planning and project management
- Experience with writing, maintaining, and reporting for grants.

Responsibilities: Building relationships and knowledge about the needs and assets of residents. Outreach, promotion, and implementation of Resident Services work directly with other service providers and community partners in Fresno to bring a variety of services to the Lowell community and FENIX residents. Ongoing communication with tenants, residents, and community partners regarding updated programs and activities. Update and facilitate communications (ie website, social media, emails, and printed flyers and calendars) with clear information for residents or stakeholders. Coordinate weekly youth and adult activities. Event planning and travel coordination for wilderness programs.

Supporting the Executive Director with outreach, promotion, and implementation of programing at FENIX and in the community. Maintain a database of residents, homeowners and business partners. Ongoing communication with tenants and community partners regarding updated programs and activities. Weekly meetings with the Executive Director and partners will be mandatory to report on the progress. Prepare general reports required for all grant funding and for the Lowell CDC board or funders. Grant writing to contribute to the ongoing sustainability of Lowell CDC priorities.

Any other roles as assigned by the Executive Director.

Apply Here: https://forms.gle/U5zpdrLojhCHXgCt6

Hours/Compensation:
40 hours per week
Sick and Vacation accrual
Range $22. - $25. per per hour