

Position Title: Community Development Coordinator
Reports to: Pastor of St. Paul's Community Church
Job Status: \$26,000 salaried, non-benefit eligible position
Work Schedule: Part-time-20 hours/week
Tuesday to Friday, 9:00-12:00
Remaining hours/week flexible

St. Paul's Community Outreach is a 501©3 under the direction of St. Paul's Community Church (United Church of Christ). St. Paul's is a progressive urban church located in the Ohio City neighborhood of Cleveland; we strive to be a place of welcome and radical hospitality for everyone. The mission of St. Paul's Community Outreach is to encourage and assist people in need without pressure or prejudgement by providing a safe space to identify and make positive life choices.

St. Paul's works closely with a number of other individuals, churches, non profits, and social service providers to share resources, ensure accountability, and target specific needs of the population we serve. The Community Development Coordinator will nurture these relationships and connections, helping to grow the use of our building and to build connections between providers. In addition, this position will oversee our existing Outreach and Resource Center. Please direct all inquiries and applications to Rev. Emily Culp Ashby at emily@stpaulscommunityucc.org.

Position Responsibilities

Directs and participates in the development and implementation of goals, objectives, policies and procedures as they help to further the mission of St. Paul's Community Outreach.

Program

- Two days/week during Resource Center Hours (9am-12pm), assists with client engagement.
- Two days/week, on-site contact for other resource providers who will use our space as a point of engagement.
- Manage grants to insure proper use of funds and accountability. Prepare reports as needed.
- Respond to policy changes as they effect individuals utilizing the Outreach and Resource Center
- Manage donations and purchasing of supplies as needed

Personnel

- Build relationships of mutuality and respect with individuals utilizing the Outreach and Resource Center
- Deescalate situations and mediate conflict as needed
- Coordinate and oversee the work of Outreach staff and volunteers

Community Relations

- Attend meetings, conferences and seminars to network with other service providers.
- Recruit and coordinate volunteer base.
- Develop networks with other resource providers
- Orchestrate and organize the use of the facilities by other resource providers

Church Relations

- Work with the church pastor to connect St. Paul's church and outreach.
- Invite and organize members of supporting and sponsoring churches as volunteers.
- Attend monthly meetings of the St. Paul's Outreach Board of Directors

Building Use

- Develop relationships with community groups to extend usage and hospitality of the facilities.
- Coordinate building/grounds usage by church groups and neighborhood groups, including scheduling, building usage agreements, keys, payment.

Position Requirements/Qualifications:

Education/ Experience

Any combination of education and experience providing the required skill and knowledge. Typical qualifications would be equivalent to:

- Possession of a bachelor's degree (master's degree preferred) from an accredited college or university with major course work in nonprofit or public administration, social work, counseling, community-based development or closely related field.
- Three (3) years' experience in a non-profit or related field.

Skills

- Communicating effectively, verbally and in writing, in a diverse range of audiences and settings
- Detail-oriented with strong organizational and administrative skills
- Familiarity with harm reduction model and Trauma-informed Care
- Experience with grant writing
- Familiarity of current policies and resources affecting low-income individuals; knowledge of the geographic area/region
- Ability to work independently and as part of an effective and collaborative team