



**BREWERYTOWN  
SHARSWOOD**  
COMMUNITY CIVIC ASSOCIATION

## Job Opening

### **NAC Program Coordinator**

The Brewerytown Sharswood Community Civic Association is currently looking for Program Coordinator candidates who possess exceptional organizational and communication skills, and thrive in a collaborative team environment. If you have the relevant skills and experience, we strongly encourage you to apply and make a positive impact on our community.

### **.Job Description (Summary)**

The NAC Program Coordinator will report to the Program Manager. The NAC Program Coordinator is primarily responsible for targeting low-moderate income people, aiding in the prevention or elimination of homelessness, and/or meeting community needs having urgency with regard to housing. They will be responsible for implementing all activities under the contract with DHCD.

### **Responsibilities**

The NAC Program Coordinator is responsible for providing neighborhood residents with adequate opportunities to participate in neighborhood-level planning, contributing to the direct delivery of services by City sponsored programs, and being the representative organization to provide information and assistance on the activities within the NAC boundaries.

### **Work Hours, Benefits & Location**

- Budgeted Pay Range: Full-time: \$25k - \$35k annually (salary commensurate with experience)
- Currently, this position does not offer medical benefits. This position may require that you work some evenings and weekends
- Primarily situated at NAC Office, 3000 'D' W Master St, Philadelphia PA 19121

### **Education and Experience Requirement**

- One or more years of experience as a community leader, organizer, or volunteer actively engaged in community outreach or similar roles
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook) and Adobe Acrobat
- Proficient in virtual meeting platforms (Zoom, Microsoft Teams and Google Meet)

## **NAC PROGRAM COORDINATOR**

For more information, please visit our news page: <https://brewerytownsharswood.org/blog>. Send inquiries and resume to [bscca.info@gmail.com](mailto:bscca.info@gmail.com)

### **About the Brewerytown/Sharswood Civic Association (BSCCA)**

The Brewerytown Sharswood Community Civic Association is an organization that firmly believes in the strength of the community. We are dedicated to preserving and enhancing the civic, recreational, economic, educational, and cultural aspects of our community. Our ultimate goal is to revitalize and enhance the quality of life for residents of Brewerytown/Sharswood.

As an employer, we hold a strong commitment to values such as inclusion, integrity, innovation, empowerment, and hard work.

**About the Neighborhood Advisory Committee (NAC)** Neighborhood Advisory Committee (NAC) is an extension of the Division of Housing and Community Development (DHCD) of the City of Philadelphia. Its purpose is to organize communities, promote housing programs, and provide information to residents through Service Area Briefings (community meetings), quarterly newsletters, social media etc.

*Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or any other characteristic protected by law*