

## **PROGRAM COORDINATOR - NAC**

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

The Brewerytown Sharswood Community Civic Association believes in the power of community. The association is devoted to maintaining and furthering the community's civic, recreational, economic, educational and cultural aspects. It's our mission to initiate revitalization and improvement of the quality of life for Brewerytown/Sharswood residents. As an employer, Brewerytown Sharswood Community Civic Association values inclusion, integrity, innovation, empowerment, and hard work. If you're interested in working with a passionate team of people who care about their community, please read.

### **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, the purpose of which is to organize communities, promote housing programs, and provide information to residents. This information is provided through various methods, including Service Area Briefings (community meetings), quarterly newsletters, social media etc.

### **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 to provide 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

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### NAC Activities and Programs:

- Promote City housing programs and disseminate information and track referrals and services i.e.
  - Basic systems repair program, adaptive modification program, heater hotline, home improvement loans, senior housing assistance program, weatherization assistance program etc.
- Conduct Mortgage and Real Estate outreach prevention
- Promote programs and services of BSCCA
- Organize and facilitate quarterly Service Area Briefings (SAB) community meetings in the target area, on a topic related to home preservation, tax relief programs, addressing blight etc...
- Facilitate education workshops associated with NAC programs.
- Have knowledge of the neighborhood and the resources within its target area.
- Keep the neighborhood resource directory updated and distributed.
- Attend regular neighborhood-wide community meetings to promote the NAC program
- Organize and recruit block captains or Block Leaders and hold quarterly meetings to discuss neighborhood-wide issues.
- Participate in zoning meetings to encourage citizen participation on an as-needed basis. Follow up with letters to the Zoning Board of Adjustments.
- Prepare and publish a quarterly newsletter promoting the activities of the NAC and. services of the City.
  
- Administrative Reporting:
  1. Prepare and distribute the NAC quarterly newsletter
  2. Prepare and distribute minutes for the NAS meetings.
  
- Neighborhood Conditions:
  1. Actively identify and keep a log of the vacant lots and abandoned structures.
  2. Ensuring resident participation in city planning development initiatives
  
- The Agency Service area annual Parade or Festival:
  1. Assist in recruiting volunteers
  2. Participate in the planning committee
  
- Carry out related tasks

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All other assigned tasks related to the NAC Program Scope of Services.

### **Education and Experience Requirements:**

- 1 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)

### ***Disclaimer***

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified. This job description may change because of instructions from the funder, the amount of funding and/or at the beginning of the contract year.*