

PROGRAM MANAGER - 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 Manager will report to the BSCCA Board of Directors and is primarily responsible for planning, organizing, and implementing all activities under the contract with DHCD and programs that promote the organization's mission and goal.

Responsibilities

The NAC Program Manager oversees and manages the duties of the NAC Program Coordinator to ensure the deliverables are met: (1) the Monthly Report; (2) the Quarterly Newsletter; (3) Mortgage and Foreclosure Outreach is conducted and (4) plan quarterly Service Area Briefings. Additionally, the Program Manager will prepare and manage the program budget with the assistance of the finance committee

Work Hours, Benefits & Location

- Budgeted Pay Range: Full-time: \$40k - \$50k annually (salary commensurate with experience)
- Currently, this position does not offer medical benefits. This position will 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.
- Conduct Mortgage and Real Estate outreach prevention.
- Promote programs and services of the BSCCA .
- Organize and facilitate quarterly Service Area Briefings (SAB) community meetings in the target area.
- Facilitate education workshops associated with NAC programs.
- Actively link organizations and institutions to the community.
- Have knowledge of the neighborhood and the resources within its target area.
- Attend regular neighborhood-wide community meetings to promote the NAC program
- 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. Submit a monthly report, staff activities and issues requiring DHCD attention.
 2. Submit copies of the monthly mortgage and tax foreclosure outreach report

- Neighborhood Conditions:

Ensuring resident participation in city planning development initiatives

- The Agency Service area annual Parade or Festival:

Participate in the planning committee

- Write grants to secure funding or program/community initiatives

All other assigned tasks related to the NAC Program Scope of Services and BSCCA mission and vision

Education and Experience Requirements:

- Bachelor's degree in community organization, social services or a related field
- 3-5 years of professional experience in community outreach, marketing, or a similar role.
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook) and Adobe Acrobat
- Proficient in virtual meeting platforms (Zoom, Microsoft Teams and Google Meet)

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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.