



## Outreach Coordinator Posting

### **About ACHIEVEability**

ACHIEVEability (ACHa), located in the Haddington and Cobbs Creek neighborhoods of West Philadelphia, strives to break the cycle of poverty and works to foster a thriving community by partnering with our neighbors to build on their strengths and contribute to the equitable growth of West Philadelphia.

We are committed to addressing the systemic challenges faced by our community by providing direct services and advocating for equitable policy change. Serving over 3,000 residents each year, we are looking for energetic and creative problem solvers eager to help support individuals and families in reaching their full potential. You will be joining ACHIEVEability at an exciting time in our journey. After celebrating our 40th year, we launched new programs and expanded our team to increase our impact and reach within West Philadelphia.

Come be a part of our transformational efforts to end poverty and make Philadelphia a better place for all!

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

### **Neighborhood Outreach Coordinator**

The Neighborhood Outreach Coordinator (NOC) works to connect residents to resources and ACHIEVEability programming. The NOC reports to the Director of Community Services and is responsible for implementing all activities under ACHIEVEability's contract with Philadelphia's Department of Housing and Community Development (DHCD). The NOC is an extension of the DHCD of the City of Philadelphia, whose purpose 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 campaigns, canvassing, internal events, community outreach etc.

This individual is a vital ambassador for ACHIEVEability and builds relationships, helps residents organize, advocates for neighborhood resources, and assists in carrying out the programmatic goals of the ACHIEVEability Connects team. These goals include Community and Resident Engagement, Revitalization of the 60th Street Commercial Corridor, and Safety and Public Space Improvement. The NOC is primarily responsible for supporting residents to remain housing secure (tangled title assistance, foreclosure prevention, rental assistance, home repairs, etc) and connected to City of Philadelphia resources.

**Responsibilities:**

The Neighborhood Outreach Coordinator is responsible for creating opportunities for service area residents to participate in neighborhood level planning, carrying out community outreach initiatives, contributing to the direct delivery of services from City-sponsored programs, and being an ACHIEVEability ambassador to provide information and assistance on the activities in West Philadelphia .

- Build a stronger community by connecting residents to resources and services to help them thrive
- Conduct monthly outreach for tangled title, foreclosure prevention and other real estate assistance
- Solicit neighborhood input on housing and community development and provide this information to DHCD
- Participate in and host monthly resource fairs and distribution events to promote housing stability and connection to resources
- Perform canvassing to connect residents to resources including affordable housing and basic needs programs and the services of all City departments
- Organize and facilitate quarterly Service Area Briefings (SAB) (community town hall meetings) in the target area, on topics related to home preservation, tax relief programs, safety, etc.
- Organize and recruit resident leaders to serve on Neighborhood Advisory Subcommittee (NAS) and hold quarterly meetings to discuss neighborhood-wide issues.
- Promote civic engagement through voter registration and community organizing efforts
- Coordinate and organize monthly RCO 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 NOC and services of the City
- Prepare and submit monthly reports to DHCD and maintain foreclosure outreach client tracker system
- Promote ACHIEVEability programs and services and actively connect organizations and institutions to the community
- Have knowledge of the neighborhood and the resources within its target area
- Keep neighborhood resource directory updated and distributed
- Attend regular neighborhood-wide community meetings
- Organize and recruit block captains and hold quarterly meetings to discuss neighborhood-wide issues



**Minimum Qualifications:**

**Education/ Experience:** At least one year of professional or volunteer experience in a community-based setting and a high school diploma or equivalent is required. Experience organizing community activities/events and working in an office environment a plus.

- Proficiency in basic computer skills, including Microsoft Office suite, word processing, internet, and email
- Comfortable learning and using databases
- Capacity to work with diverse audiences -- community residents & leaders, youth, staff, funders, policy makers, and board members
- Experience in de-escalation techniques
- Commitment to ACHIEVEability's mission

**Characteristics**

- Enthusiastic, energetic, creative, follow through, flexible, and eager to learn
- Punctuality, flexibility, ability to multitask and prioritize
- Great work ethic, positive attitude, sense of responsibility, and initiative
- Willing to work evenings and weekends and comfortable working in West Philadelphia
- Ability to work effectively in team collaborations
- Ability to be a self-starter, communicator, and stay productive in various work environments

**Benefits:**

- 401(k) matching
- Dental insurance
- Health insurance
- Medical insurance
- Paid Time Off
- Vision insurance

**Schedule:**

- Hybrid work in office and remote
- Monday to Friday
- General operating hours 9am to 5pm
- Additional hours on evenings and weekends

**Experience:**

- Organizational Skills: 1 year (Required)
- Community Activities: 1 year (Required)
- Event Planning: 1 year (Required)

**Education:** High school diploma or equivalent (Required)