



## **JOB DESCRIPTION**

### Community Initiatives Coordinator

The South Boston Neighborhood House (SBNH) was founded in 1901 as part of the settlement house movement to support family and neighborhood life in South Boston. We continue to keep this tradition alive in serving the needs of the South Boston neighborhood. We partner with our community and residents of all ages and backgrounds in ways that strengthens and supports the needs of the neighborhood. Our programs include Early Education and Care Universal Pre-Kindergarten, Preschool, School Age, Education and Career Development, Family Engagement Programs and Senior Services. The operations/office staff provides support to each of these programs as well as providing information to residents regarding our programs and services. To learn more about us please visit [www.sbnh.org](http://www.sbnh.org)

Community Initiatives at the South Boston Neighborhood House are a cornerstone of our work! External relationships, with individuals, corporate partners, local businesses and other non-profit organizations who come together to expand and coordinate networks of resources and services to improve the lives and the health of South Boston residents are critical to our work. The Community Initiatives Coordinator will be responsible for nurturing these relationships, developing programs and initiatives that make sense for our organization and the community and supporting the Executive Director to ensure overall success. This individual will be expected to represent SBNH and SBNH's Executive Director at meetings and events and to support SBNH's Executive Director with all community wide initiatives and partnerships.

The Community Initiatives Coordinator is supervised and supported by the Executive Director and works closely with the leadership team at SBNH.

This is a full-time, 35 hour-week position.

The Community Initiatives Coordinator is expected to access professional development opportunities through staff trainings, in-service workshops and other outside educational opportunities. Further explanation of responsibilities is outlined below.

The goals of this position are to ensure SBNH continues to lead and expand collaborative partnerships and to coordinate internal and external initiatives that support SBNH's goals and the health of the South Boston community. The primary responsibility of the Community Initiatives Coordinator is focused on expanding, nurturing and coordinating services and partnerships.



### Essential Job Duties:

- Lead the coordination of SBNH's Tufts Community Benefits and Health Equity Project.
- Represent the organization at relevant events, community forums, community meetings, media events and collaborative community-based initiatives.
- Support the Executive Director in managing community-driven initiatives (for example, South Boston Association of Non-Profits, SBNH's Holiday Helper project, South Boston Summer Collaborative).
- Nurture current internal and external relationships and develop strategic plans and approaches to establish new partnerships that support SBNH's goals.
- Support grant funded community initiatives, developing a work plan to ensure that goals and objectives are met and that required reporting is accurate, on-time and complete, in partnership with the development and finance teams.
- Collaborate with colleagues to provide holistic support to the organization.
- Assist Executive Director with administrative and operations duties.

All other duties as assigned by the Executive Director.

The above listing is not to be considered as inclusive of all job functions and/or operational responsibilities but a representative listing of the job duties.

### **Required Competencies:**

- Approach work with a solution-focused, future-focused, goal-directed lens.
- Ability to understand the mission of the South Boston Neighborhood House within a multi-service agency that provides services to children, adolescents, adults, and older adults/seniors.
- Maintain an awareness of South Boston Neighborhood House's mission and strive to promote the agency whenever appropriate.
- The ability to communicate effectively with supervisors, funding sources, coworkers, community resources, and families.
- Ability and willingness to work beyond the regularly scheduled hours, as necessary, to assure the completion of all job responsibilities in an accurate and timely manner.
- Ability to use and manage the technology to collect, organize, store, and use data for ongoing operations such as data collection for client records, progress reporting, billing government and private pay customers, and reporting to funding sources.



- The ability to use technology for routine electronic communication with supervisors, families, coworkers, and funding sources.
- Ability to use technology to promote and market SBNH programs and services.
- Excellent organizational and time management skills.
- Maintain a creative, team-building approach to job performance.
- Exercise professional judgment and discretion at all times.
- Work well with a diverse staff and excel in a community-based environment.
- The ability and willingness to effectively manage many and, at times, competing demands.
- The ability to interact respectfully with families of all backgrounds - flexibility in approaches is essential for meeting people where they are.
- Sensitivity to the challenges families may face in dealing with the complexities of the enrollment paperwork and procedures. This involves understanding the impacts of trauma, persistent stress and poverty.

The purpose of this job description is to provide an overview of the major responsibilities of the position. It is not to be considered a complete statement of all elements of the work that may be performed.

South Boston Neighborhood House does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, homelessness, or military status.

We are committed to creating an inclusive environment for all team members.

I have read and understand the above job description. I further understand that upon signing this document, I am subject at any time to a performance review according to the criteria listed in this text.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Updated 1.23