



Coalition Coordinator Position Available

Send resume to mshreve@sccap.org

Apply by 10/5/2019

About the Position

SCCAP is looking for a strategic, collaborative, talented, individual who is interested in building consensus and leading a community engagement initiative around housing, transportation and livable income designed to help individuals be able to sustainably live and work in Adams County Pennsylvania.

Skills needed for this position include:

- Facilitating meetings
 - Leading community meetings and work groups
 - Working with the steering committee to create agendas
 - Maintain meeting minutes and To Do lists
- Building consensus and community engagement
 - Being able to work with diverse groups of people and work to bring them together toward a common goal (must be able to listen and incorporate new ideas)
 - Create presentations, materials and promotional items related to the initiative
 - Must be able to present presentations related to the initiative to individuals and community groups, some evenings and weekends
 - Must welcome diversity and inclusion and enjoy the messiness of community work
- Driving progress
 - Must be able to distill thoughts and ideas into actionable steps
 - Must be able to support community partners in meeting the goals of the initiative
 - Must be able to track and report out success as well as raise concerns that will impede success

This individual must be committed to our mission of *empowering families and engaging the community to pursue innovative and effective solutions to break the cycle of poverty*. More information about SCCAP and this initiatives can be found on the following websites: www.sccap.org, www.homeinadamscounty.org,

This position is between 30 and 40 hours per week dependent on the interests of the candidate. Rate \$16.00 to \$18.00 per hour based on qualifications and experience. Benefits: Health Insurance, Life and Disability Insurance, 401K contributions, 17 days of Paid Time Off and 13 Holidays.

To Apply: Send resume and cover letter to mshreve@sccap.org by October 5, 2019

South Central Community Action Programs is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, protected veteran status, age, or disability.

This exciting opportunity involves working with committed coalition partners and individuals to develop solutions and drive change that strengthens the Adams County community

Partners are already engaged, and solutions are already underway including:

- Changes to Act 137 Guidelines
- Joint housing development projects
- Surveys for home sharing programs

But we can do so much more!

Interested? Send Resume to mshreve@sccap.org by Oct 5, 2019



South Central Community Action Programs
@Home Coalition Coordinator
Job Description

Position: @Home Coalition Coordinator

Supervisor: CEO

Main Location: Adams County

Full Time, Non-Exempt

SCCAP's Vision: *Thriving Families for a Vibrant Community!*

SCCAP's Mission: *Empowering families and engaging the community to pursue innovative and effective solutions to break the cycle of poverty!*

SCCAP's Values:

- *Respect is essential.*
- *Integrity creates trust.*
- *Hope inspires change.*
- *Diversity builds strength.*
- *Every person is valuable.*
- *Working together achieves solutions.*

Job Summary:

SCCAP is the lead agency in coordinating a community engagement initiative designed to increase access to affordable housing, improve transportation opportunities, and increase the availability of livable wage employment across the county. SCCAP is working in coordination with The Adams County Community Foundation and Adams Economic Alliance, along with other community partners. This position will coordinate this initiative, facilitate community involvement, and ensure that the Adams County Affordable Housing Coalition Strategic Plan is carried out. This grassroots initiative will involve building a diverse coalition across a wide array of non-profits and industry as well as the faith community, government, and education.

Must be able to work nights and weekends as needed for presentations and events. Must embrace and incorporate SCCAP values, listed above, into their work, behaviors, and attitude.

Job Responsibilities:

Community Engagement and Meetings

- **Facilitating meetings**
 - **Leading community meetings and work groups**
 - **Working with the steering committee to create agendas, meetings and summits**
 - **Maintain meeting minutes and To Do lists**
- **Building consensus and community engagement**
 - **Being able to work with diverse groups of people and work to bring them together toward a common goal (must be able to listen and incorporate new ideas)**
 - **Create presentations, materials and promotional items related to the initiative**

- **Must be able to present presentations related to the initiative to individuals and community groups, some evenings and weekends**
- **Must welcome diversity and inclusion and enjoy the messiness of community work**
- **Driving progress**
 - **Must be able to distill thoughts and ideas into actionable steps**
 - **Must be able to support community partners in meeting the goals of the initiative**

Reporting

- **Must be able to track and report out success as well as raise concerns that will impede success**
- **Provide updates to SCCAP CEO on a bi-weekly basis, funder on a monthly basis, and steering committee and larger coalition at meetings**

Marketing

- **Maintain digital and social media presence to support community engagement in facilitate community solutions.**
- **Maintain email (and mail as appropriate) list to coordinate efforts and keep participants updated in the initiatives progress.**

Other duties as needed.

Qualifications:

- Associate's or bachelor's degree in business, marketing, community development or a similar field and at least two years' experience in a community development or community engagement or economic development position. Experience may be used in lieu of a degree.
- Able to deal with people of all walks of life.
- Great attention to detail, as well as, the ability to think abstractly and strategically.
- Ability to motivate and welcome others into a group in a manner that supports open discussions that support increased understanding of the issues and promotes a solution focused direction.
- Exceptional written and verbal communication skills.
- Excellent computer skills including Word, Excel, PowerPoint, Publisher, Constant Contact or Mail Chimp, Social Media and Adobe Photoshop or CANVA.
- Must be able to do public speaking, prepare presentation, and attend social functions.
- Must be able to work after typical business hours including nights and weekends as needed.
- Dedication to being inclusive and creating a learning environment.

EOE

This organization reserves the right to revise and change job descriptions as the need arises. This job description does not constitute a written or implied contract of employment