



## Job Description: Community Engagement Coordinator

---

Exempt: Yes

Date: November 2022

Supervisor: Director of Housing Services

Prepared by: Amber Sadowski

Salary Level: Starts at \$19/hr.

Approved by: Executive Director

---

**ORGANIZATION:** The Steve O’Neil Apartments houses a culturally diverse community that keeps the well-being of all children and their families at the very center of community life so that they can realize their hopes and dreams. Apartment residents are provided supportive services, including a Community Engagement Coordinator, employed by Chum.

**SUMMARY:** The Community Engagement Coordinator fosters community and belonging by implementing programs and activities for residents and their families that promote relationship building, healing, trust building, exploration and wellness. All approaches utilize Housing First, Harm Reduction, Circle of Security and Trauma-Informed philosophies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prioritizes relationships with the Steve O’Neil families, adults and children; designs, implements and evaluates enrichment and community building programs for residents.
- Together with Steve O’Neil staff, coordinates internal and external communication efforts, including maintaining a community calendar, for community engagement groups, events and activities.
- Builds connections with and coordinates volunteers to support community building initiatives including those that involve the kitchen, garden and special gatherings.
- Attends all team meetings and comes prepared to update staff about programmatic decisions and the engagement of residents in activities and programs.
- Works collaboratively with all Steve O’Neil and Center City Housing staff to ensure all policies and procedures are followed, which provides for the safety and quality of life of residents.
- Utilizes unique interests, knowledge, passions and strengths to build engaging programming that connects with residents, including: families, children and individual adults.
- Utilizes Steve O’Neil resources to enhance programming, including but not limited to: the vegetable garden, pollinator gardens, rhubarb patch, apple trees, yard, kitchen and community room.
- Identifies organizations within the broader Duluth community with which to build collaborative partnerships for resident programming; conduct outreach to these organizations.
- Partners with Steve O’Neil staff to ensure community gatherings, celebrations, seasonal or monthly activities are organized and successful.
- Addresses food insecurity in our apartment community through the redistribution of food resources, which primarily come from Second Harvest and community supported agriculture (CSA).
- Provide meals and snacks for Early Childhood, Youth programs and community gatherings.

### OTHER DUTIES AND RESPONSIBILITIES *(Other duties may be assigned)*

- Promotes building-wide community education groups based on the interests of residents and needs identified by Family Coaches and other staff; utilize outside partners to support as needed.
- Increases prospects for healthy food options; improve and maintain children and parents’ health.
- Provides input for grant writing and reporting; collects data for grant reporting.
- Participates in professional development trainings as directed.
- This position is a mandatory reporter.

## QUALIFICATIONS:

### ***Preferred Education:***

- Bachelor's degree (B.A.) or equivalent from four-year college or university in education, social work, nutrition, health education, family and consumer science, or related field; or equivalent combination of education and relevant experience.

### **Minimum Education:**

- Associate of Arts (A.A.) or equivalent from a two-year college in education, social work, nutrition, health education, family and consumer science, or related field; or equivalent combination of education and relevant experience.

### **Qualifications:**

- Demonstrated experience working with adults and children from culturally and economically diverse backgrounds including those who have experienced homelessness; experience working with high-barrier populations from one or more of the following areas: chemical dependency, mental health, social services or the criminal justice system.
- Demonstrated knowledge of the Housing First, Trauma-Informed and Harm Reduction philosophies.
- Ability to pass a criminal background check.
- Proficient in Microsoft Office applications.
- Strong organizational skills including applying systematic methods for time management, communication and data collection.
- Demonstrated ability to work as a member of an integrated and diverse team; ability to work independently.
- Ability to maintain a flexible work schedule including occasional evenings and weekends.
- Strong interpersonal and communication skills, including compassionate listening skills.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee is required to talk, hear, stand, walk and sit. The employee is occasionally required to: use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to lift/move up to 40 pounds.
- Be fully vaccinated and boosted against Covid-19; provision of proof required.

### ***Certificates, Licenses, Registrations:***

- First Aid and CPR training (*provided by Chum*)
- ServSafe Food Handler training (*provided by Chum*)

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

**TO APPLY:** Complete [this application form](#) or send cover letter and resume to [chum@chumduluth.org](mailto:chum@chumduluth.org) with “Community Engagement Coordinator” in the subject line. Applications will then be reviewed and responded to. Positions will remain open until filled.

**CHUM is committed to a diverse workforce. People of Color and people with lived experience of homelessness are strongly encouraged to apply.**