

Farmworker Housing Development Corporation

Job Description

Job Title: Resident Leadership Coordinator

Full Time Non-Exempt

Salary range: \$15 to \$18 hourly DOE

Reports to: Executive Director

Job Summary:

FHDC is committed to providing high quality programs and resources for low income individuals and families. This position works as part of the Resident Service Team to design and develop programs and resources that empower individuals, families and youth to grow their assets and be engaged members in their communities. This position works with residents, staff and partner organizations to build and maintain a strong Resident participation by creating a formal leadership development training, facilitating communication between residents and the FHDC Board, Property Management Company, and all other programming partner

Essential Duties and Responsibilities

- Work with residents and partners to create curriculum, launch and manage the FHDC's Promotores Program and services.
- In coordination with partners and contractors, create workshops and training sessions regarding but limited to confidence building, education, health and other skills as identified by the working team
- Recruit, invite and attract potential Promotores Participants and coordinate selection of candidates to be part of the formal program
- Coordinate all aspects of the Promotores program, including daily logistics and scheduling with a target to have bi-monthly mandatory group meetings (twice per month)
- Develop digital and non-digital resources for families on-site and on-line, including efficient ways to collect and update data related to program outcomes and goal
- Develops and implements outreach plan for the promotion of services related to the Promotores Program
- Researches and establishes community partnerships to attract services to FHDC residents

- Provides general community outreach linking families, children and individuals to specific needed services or alternate resources
- Participates in local community fairs to promote housing, recruit clients and develop new partnerships
- Be the main contact person for grantors, produce any reports due to grantors based on identified outcomes and goals
- Document and provide feedback to staff and Promotores participants about client activities
- Document and work with Office Manager on all billing activities as required by agency and/or funders
- Work with FHDC Marketing Consultant to produce success stories of participants, and coordinate photoshoots and interviews as needed for fundraising / communications activities.
- Assist with the preparation of grant applications
- Conduct outreach and surveys of all FHDC properties
- Assist Housing Development Manager with the preparation of a resident services plan on all projects and perform necessary tasks
- Translate documents
- Help plan and coordinate fundraising events
- Develop marketing materials
- Research potential funding sources

Other Responsibilities

- Maintain knowledge of current best practices in leadership and community organizing
- Answer inquiries or see that they are answered by other appropriate staff
- Assist with the functioning of the Community Rooms as public, educational spaces
- Acts as a member of the Fundraising Committee
- Perform other appropriate duties as required

Minimum Qualifications: Education and Training

- Degree in Education or closely related subject, or equivalent combination of education and experience with demonstrable interest in program coordination
- Graduate degree preferred.

Work Experience

- Experience working in educational settings, including working with low income individuals and families
- Experience working collaboratively with partners and contractors
- Experience in event programming and coordination

Preferred Skills and Abilities

- Bilingual and Bicultural, Spanish/English required
- Outstanding interpersonal and public speaking skills and the ability to work enthusiastically and effectively with visitors, staff, program participants and partners
- Patience and flexibility while working in a dynamic public environment
- Demonstrated time management skills with the ability to organize work, set priorities, meet critical deadlines, follow-up on assignments and work effectively on several projects concurrently with a minimum of supervision
- Availability to work evenings and weekends
- Experience in the area of delivery of social services preferred
- Knowledge of farm worker, immigrants and low-income family issues
- Demonstrated skills in organizational and leadership development
- Ability to plan and manage multiple projects, budgets, and contracts
- Proficiency using Microsoft Office software and other computer software
- Proficient in data entry
- Willingness to assist the FHDC team in any special projects

WORKING CONDITIONS

Farmworker Housing Development Corporation is located in Woodburn, Oregon. Normal office hours are 10:00 am to 6:00 p.m., Monday to Friday. Employee must be able to stand for long durations of time, moving of light furniture, and bending. Evening and weekend work may be required. A driver's license and access to transportation are required. Must be able to work in a busy, active environment and may require handling large groups of people. Farmworker Housing Development Corporation embraces diversity and is an equal opportunity employer.

Benefit Package includes: Medical, Dental, Vision, Vacation Accrual, Sick Leave Accrual, Holidays, and Personal Days.

How to Apply:

Please submit the following:

- (1) A cover letter that reflects how your previous experience qualifies you for this position.
- (2) A resume.
- (3) Three references.

Email the documents listed above to mariaguerra@fhdc.org