

Job title: Neighborhood Management Coordinator **Reports to:** Assistant Director**Status:** Salaried Exempt

EMPLOYMENT OPPORTUNITY

Overview

New Directions Housing Corporation, a Business First “Top 25 not-for-profit” agency, has been serving Louisville and Southern Indiana for nearly 40 years. We provide affordable housing and tailored social services to families of low income, the homeless, seniors and people with disabilities. Our vision statement: *Caring neighbors building community.*

The California Collaborative, via New Directions, is seeking a Neighborhood Management Coordinator, responsible for duties related to the implementation of a neighborhood-wide communications, action and outcomes-driven project designed to advance the California Neighborhood, in alliance with two major neighborhood organizations, an institution of higher education, businesses, faith-based institutions and a cadre of neighborhood-serving agencies.

[The California Collaborative](#) is a concept conceived and developed by residents of the California neighborhood community. With friends and other neighborhood stakeholders, they have launched a neighborhood management system in the California Neighborhood, using as inspiration the NeighborWorks America® model for a Robust Revitalization®. The goal is to strengthen, connect and network the efforts of residents and other stakeholders in making California a Neighborhood of Choice. (See www.ndhc.org and choose the California Collaborative link.)

Essential Responsibilities

- Works closely with resident leadership from The California Federation and The California Neighborhood Coalition to link their activities to resources complementary to the Collaborative’s stated outcomes.
- Ensures information exchange and cooperation between existing and incoming institutional members of the Collaborative to maximize efficiency, quality and impact.
- Recruits, coordinates and supports residents and other volunteers in collective approaches to meet and exceed envisioned outcomes.
- Reviews for compliance and performance multiple agency contracts. Maintains a detailed work plan which identifies timetables and project leaders.
- Prepares reports for partners and for neighborhood audiences via appropriate media, to include web and print.
- Assures that process documentation is complete and consistent as a support to compliance reporting.

Essential Qualifications, Experience and Skills

- Must possess a passion for the California Neighborhood to succeed economically, environmentally and artistically.
- Proficient in project management, communications process, team building and organization.
- Proven experience of at least two years in program design and management, with an ability to manage and coordinate multiple activities from inception to completion.
- Bachelor’s degree, or equivalent required; specialized training in neighborhood revitalization is preferred.
- Ability to seek creative solutions to situations, as they occur.
- Have a temperament that is suitable for the collaborative environment, and an ability to create a work environment that is productive and inclusive.
- Proficiency in Microsoft Office products and with participatory outcome measurement modules is essential.
- Strong oral and written communications skills.

Special Requirements

Must be willing to work with a non-standard schedule including overtime, nights, weekends. Must have access to transportation to attend meetings, events and various community functions.

Links to important information:

<http://www.neighborhoodlink.com/louisville/cal/assocab.html>

<http://www.neighborhoodlink.com/louisville/califcoalition/assocab.html>

www.ndhc.org

<http://www.nw.org/network/training/programs/nr.asp>