



Class Code: M
Grade: 51 (Grant-Funded)
FLSA: E
WC Code: 8810
EEO Code: 1
EEO Job Category: Professional

CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

JOB TITLE: COMMUNITY SERVICES COORDINATOR

GENERAL STATEMENT OF JOB

Under the direction of the City Manager, the purpose of this grant-funded position is to implement community organizing and community engagement efforts in an Asset-Based Community Development (ABCD) framework, engaging and growing a neighborhood hub of community members who are directly impacted by systemic inequities in order to build social capital within these neighborhood hubs.

The focus will be on leveraging people and resources in communities as assets to make improvements to address Social Determinants of Health (SDOH). This position requires building relationships and trust within the community, facilitating, implementing and evaluation community engagement activities/initiatives, and leading community organization activities that build and mobilize community power, all with the intent to create a pipeline of leadership and engagement.

Activities/initiatives include, but not limited to, projects involving seniors, people with a disability, early childhood, families, youth, community safety and volunteering.

This position is a grant-funded positions that is currently only funded from July 1, 2023 to June 30, 2025. This position will end when the funds expire on June 30, 2025. This position is at-will.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Applies asset based community development (ABCD) strategies to implement community initiatives.

Identifies “connectors” across the community, and provide the opportunity for them to come together regularly to exchange learning and map community assets.

Identifies local organizations and residents in community who want to adopt a strength-based approach to building inclusive communities.

Develops map of community assets (i.e. individuals, associations, local institutions, etc.) for economic development and information sharing.

Prepares Event Management Plans to include risk management, communication strategy, event checklist and roles and responsibilities.

Coordinates, trains, and supports community leaders to create structures and skills needed to operate as a team (e.g. developing clear roles, decision-making process, agenda-setting, and presentation skills).

Facilitates access to information for community members to determine how they want to engage in upcoming projects.

Identifies and address barriers to community engagement.

Promotes equality, diversity and positive change for neighborhood hubs.

Manages and coordinates community events and activities that create solutions to local issues.

Develops a Community of Practice (CoP), to ensure connectedness across the neighborhood hubs to exchange lessons learnt, effective practice, and progress updates.

Liaises and works co-operatively with clients, careers, colleagues and other professionals.

Builds, maintains and develops relationships with all types of community stakeholders for mutually beneficial problem-solving within the community and maintain a database of all contacts.

Leverages activities, investments, and resources from outside the community to support asset-based, locally-defined development.

Facilitates and oversees capacity-oriented funding within the neighborhood hubs.

Provides potential structural interventions on appropriate initiatives, issues relevant to the neighborhood hubs.

Selects, manages and maintains the right technology to ensure that community members have the opportunity to interact, participate and benefit from neighborhood hub initiatives.

Curates monthly impact reports to be made available to all partners/stakeholders.

Develops, implements and maintains feedback, evaluation processes and rigorous data capture that promote participation and that contribute to continuous improvements

Performs related duties as directed.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Education, Early Childhood Education, Health Care Administration, Public Administration, Business Management, or closely related field; **AND**
- Three (3) years of experience in social services, early child education, health care, public administration, business management, or closely related field; **AND**
- Valid State of Florida Driver's License.

This position is a grant-funded positions that is currently only funded from July 1, 2023 to June 30, 2025. This position will end when the funds expire on June 30, 2025. This position is at-will.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

PREFERRED QUALIFICATIONS

- Experience working on initiatives that resulted in environmental, programmatic or infrastructure change in community settings.
- Experience in collaboration and partnership working across the voluntary and community sector and statutory sector.
- Direct experience in one or more of the following areas: asset based community development, or education and training.
- Experience in a data driven approach and experience of monitoring and evaluating impact and developing service.

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the workday or work week.

Physical Requirements: The ability to exert light physical effort to perform sedentary to light work, which may involve some combination of lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time in a stationary position.

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.