



## Government and Community Relations Project Coordinator Job Posting

**Overview:** Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

**Position:** Government and Community Relations Project Coordinator assists Beyond Housing's Director Government and Community Relations with the work of the 24:1 Municipal Partnership (MP) and our public policy and advocacy efforts. An ideal candidate would be highly organized, detail focused, possess strong interpersonal skills, be computer literate and would have a passion for serving in a fast-paced and mission-oriented non-profit organization.

The focus projects and tasks for the next 12 months of the 24:1 MP can include collaborative street and sidewalk repairs, an opt-in contract, strategic code enforcement & property surveys, TRIM grant, advocacy and other collaborative projects for our municipalities.

### **Responsibilities include, but are not limited to:**

- Working closely with the Director of Government & Community Relations on planning, scheduling and coordinating the logistics and details for work related to the affairs of municipal governments in the 24:1 footprint.
- Reviewing and evaluating legislation and policies, primarily state and local
- Supporting the development of policy priorities for the 24:1 Community.
- Determining the benefits and drawbacks of existing policies.
- Proposing suggestions to improve the effects of policies.
- Gathering data and produce reports on the qualitative and quantitative analysis
- Liaise with stakeholders to determine needs and goals of policies
- Coordinating meeting-day logistics including assembly of meeting materials, meeting room and PowerPoint projector set-up, coordination of food delivery and etc.
- Attending regularly scheduled meetings during standard work hours and in evenings including the monthly Mayors meeting and other subcommittee meetings. Also includes municipal council/board meetings, community and committee meetings when necessary.
- Traveling to Jefferson City to engage with state leadership, advocating and supporting appropriate



- policy and legislation.
- Manages tasks and assignments that require follow-up from meetings and events and coordinates such tasks with mayors, municipal staff and Beyond Housing staff.
- Prepares meeting summaries and distribute via email to attendees.
- Researches and collects data on best practices related to 24:1 MGP focus projects and identifies relevant trainings, conferences and workshops.
- Facilitate meetings, training and workshops
- Collects, collates, and submits timely written updates for quarterly progress reports and quarterly financial reports.
- Works well with internal and external stakeholders and responds professionally, respectfully and in a helpful manner.
- Support Forestry program.
- Maintains confidentiality and ensures project accountability.
- Other duties as assigned including public presentation of 24:1 MP projects and tasks.

### **Personal Qualities:**

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

### **Preferred Experience and Qualifications:**

- Bachelor's Degree in Public Administration, Project Management, Urban Planning, Community/Economic Development or related field preferred.
- Minimum of 2 years of experience in municipal government, community development, public administration or a legal environment preferred.
- Ability to manage and prioritize multiple tasks and strong oral and written communication skills.
- Ability to take a proactive approach, exercise professional judgment, and make sound decisions.
- Ability to be innovative and creative with problem solving
- Exceptional customer service skills and an ability to work well with others.
- Experience drafting letters, writing reports and memos and other correspondence.
- Computer literate in Microsoft Office applications including: Word, Excel, Power Point, and Outlook.
- Ability to learn and use additional applications and cloud-based programs.
- Flexibility to work evening and weekend hours as needed.

### **Supervisor:**

- Director of Government and Community Relations

### **Salary and Benefits:**

- Full-time salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook



**Application Instructions:**

Please send resume and cover letter to [hr@beyondhousing.org](mailto:hr@beyondhousing.org) and apply by March 31, 2020.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.*

*Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.*

**Summary of Physical Requirements:**

This position works primarily in an office environment supporting multiple functions at the assigned and remote locations. The Manager of Public Policy & Special Projects will perform most functions in a business setting, either at the regular assigned worksite, or at off-site offices, training rooms and/or other room found to accommodate small or large groups of clients. This position may frequently fluctuate from being constantly sedentary while compiling documents, working on computers; phones and in personal interaction and conversations to being constantly in motion. This position may require occasional standing depending on the task being performed. The constant use of eyes and hands will be required in all environments where work is performed involving clerical task and personal interactions. The incumbent may frequently sit. The incumbent may occasionally stand, walk, reach, stoop, climb, lift, carry and bend when performing essential job function including traveling to worksites in a vehicle. Seldom is defined as 1% to 5% of the time. Occasional is defined as 6% to 39% of the time. Frequently is defined as 40% to 74% of the time. Constantly is defined as 75% to 100% of the time.

**ADA** – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

**Diversity & Inclusion Statement** At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.