

February 1, 2019

Lacasa is ambitious in our goals for providing impact over the next several years and we are recruiting a Community Building Specialist for our tenacious and passionate team to help deliver on our goals. Our work in Elkhart County is a partnership between residents, businesses, and local governments that builds healthy neighborhoods by organizing around community-based opportunities. You need to be self-motivated, enthusiastic, and community-driven to take on this role. This position requires someone equipped with a positive attitude, humility, good humor, flexibility, and readiness to be a team player.

This may be the job for you if you thrive on meeting new people and building relationships, you converse and communicate well in English and Spanish and working with diverse groups of people (including racial, political, cultural, gender, ability, age, educational, and income diversity) is natural and energizing, you're inspired by helping others find their own voice while motivating and equipping them to be their own advocate, the words "coach" or "mentor" could be used to describe you, and working on a cross-functional team motivates you.

If you are interested in the role or you know someone who is a good fit, I invite you to share this with them. Please apply by emailing me at HR@lacasainc.net. Send a **cover letter, resume**, and complete the **employment application** found at <https://lacasainc.net/get-involved/employment/>.

Sincerely,

Heidi Stoltzfus McHugh

VP Development and Community Engagement



Job Description: Community Building Specialist

I. Job Relationships

Reports to the VP Development and Community Engagement. Works on the Community Engagement Team with the Marketing/Project Manager and Development Assistant/Volunteer Coordinator. Regularly participate in other internal departmental meetings to connect Lacasa resources to community needs.

II. General Description

The Community Building Specialist works at leadership development, coaching, facilitating connections, and equipping others to lead and collaborate with others. The position is central to Lacasa's community effectiveness, linking Lacasa's resources to individual neighborhood goals throughout Elkhart County.

III. Responsibilities

A. Capacity building

- i. Identify potential neighborhood leaders; equip new and existing leaders to improve the quality of life in their neighborhoods, including leading training and organizing networking/resourcing events.
- ii. Assist neighborhood leaders with meeting preparations, scheduling and coordinating activities and events that are welcoming and inclusive of all residents. Assist committees in developing strategic plans and provide necessary support for implementing plans.
- iii. Recruit and travel with a team of residents to the annual Community Leadership Institute.
- iv. Support, track, and measure progress of resident-led projects.
- v. Collaborate with individuals, community organizations, and local government to organize and sustain neighborhood organizations.
- vi. May also assist with developing and sustaining tenant associations within Lacasa's multi-family residential communities.
- vii. Develop a working knowledge of various local government departments that provide services relevant to neighborhoods, and communicate to enable residents to be effective advocates for their neighborhood.

B. Outreach

- i. Develop and maintain effective relationships with partners including community members, neighborhood leadership, local government leadership, and businesses.
- ii. Conduct community outreach and marketing to residents, using a variety of methods including going door-to-door, one-on-one meetings, flyers, literature, and informational meetings.

- iii. Assists with the facilitation of public dialogues and consensus building to identify and address issues.
 - iv. Communicate regularly with other Lacasa departments to coordinate and market services to the neighborhood to maximize neighborhood benefit.
- C. Other
- i. Complete regular reports for Lacasa's Board of Directors and program funders. Assist with grant writing as requested.
 - ii. Regularly record all contacts in customer management system (CMS).
 - iii. Attend Lacasa's annual meeting and participate in staff meetings.
 - iv. Participate in professional meetings and training events as requested by supervisor.
 - v. Other duties as assigned.

IV. Requirements

- A. Outgoing, friendly nature with ability to mentor, inspire, and motivate persons from a variety of backgrounds.
- B. Strong written and verbal communication skills in both English and Spanish.
- C. High level of maturity and leadership with the ability to bring people together with a unifying focus.
- D. Experience and comfort with diversity (age, race, gender, culture, language, religion, income, education, etc.).
- E. Highly collaborative style with experience working in groups developing and implementing projects.
- F. Ability to work independently, and prioritize and execute on multiple assignments.
- G. Dependable team player passionate about Lacasa's mission.
- H. Ability to adapt to ambiguity and evolving priorities.
- I. Available to work evenings and weekends as necessary.
- J. Access to reliable transportation and willingness to regularly travel throughout the county, and periodically elsewhere for training.
- K. Regularly walk throughout neighborhoods with and without adequate sidewalks.
- L. Must provide and carry a personal cell phone during work hours for communication with staff and community partners.
- M. Bachelor's degree in social work, community development, or other related field with at least two years of experience.
- N. Residency in Elkhart County.

V. Additional qualifications

- A. Preference for at least two years of outreach and organizing experience with demonstrated outcomes.
- B. Prior cross-cultural experience helpful.
- C. Experience facilitating discussions and mediating conflict.
- D. Knowledge of and experience in Elkhart County communities and its local governmental departments.

VI. Hours and benefits

- A. Full time, 40 hours per week.
- B. Begin accruing paid time off in the first full pay period, earning two weeks in the first year.
- C. Cell phone reimbursement.
- D. Nine paid holidays per calendar year.
- E. Retirement contribution of equivalent of 3% of gross earnings upon completion of 90 day probationary period. Incremental retirement match contributions beginning with the second year of employment.
- F. Group medical, dental, and vision insurance plans available.

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. Lacasa, Inc. is an Equal Opportunity Employer.