



## **JOB DESCRIPTION/Neighborhood Development Part-Time Coordinator**

### **DESCRIPTION:**

Neighborhood Development creates place-based strategies that lead to self-sustainability, empowerment, and leadership development with residents and strategic partners to positively impact their communities. Discovering what people care about the most is the key to making our neighborhoods a better and a healthier place to live!

- Flexibility of 15-25 hours/week
- Must be available weekday mornings (some occasional nights and weekends)
- Bilingual (Spanish) is a must

### **GENERAL RESPONSIBILITIES INCLUDE**

#### **Program Coordination & Support**

- Identify, engage, and develop residents by conducting one-on-one relational meetings
- Support ENP partnerships in outreach, research, and strategic planning
- Create and deepen relationships with staff from strategic partners in community organizations, Fresno Unified, The City of Fresno and Public Policy organizations
- Co-facilitate place-based resident meetings, workshops
- Assist with neighborhood planning and logistics for neighborhood projects
- Assist in canvassing projects and civic engagement
- Assist with data collection, research, and analysis techniques
- Perform spatial, geographic, tactical analysis on defined neighborhood boundaries
- Create/print/assemble materials for meetings

### **REQUIREMENTS**

- Preferred background in asset-based community development
- Computer skills: Proficient in the use of Word Doc, and other Online tools
- Use of personal vehicle for travel to neighborhood sites throughout Fresno
- Discipline and ability to work effectively in highly unstructured environment
- Organized, flexible, able to multitask and work well with others
- Ability to work with diverse faith institutions and racial/ethnic communities
- Strong interest in community development and social justice
- Passion for the City's most marginalized communities /heart to serve
- Good communication and relational skills

### **SALARY RANGE**

- \$13-\$15 an hour depending on relevant experience

## **ABOUT EVERY NEIGHBORHOOD PARTNERSHIP**

[everyneighborhood.org](http://everyneighborhood.org)

### **MISSION**

To connect churches and other community partners with elementary schools, and equip them to serve through their active presence in every neighborhood.

### **VISION**

To see our city holistically engaged, so our schools are supported, children excel, families are healthy and whole, and our communities thrive.

### **HISTORY**

September of 2002, a group of city leaders connected a few churches with elementary schools in central Fresno. The primary purpose was to provide an outlet where the students at these schools could interact with positive role models during the weekend. It also provided an opportunity for volunteers from these churches to build relationships with the students.

As volunteers spent more time in these communities they became aware of two specific issues. First, the test scores of the students were consistently in the bottom end of all the elementary schools in Fresno Unified. Second, the percentage of the families living at or below the poverty line was higher than most communities in the city.

What started out as a small sports program evolved into a ministry that addressed these issues, including literacy, mentoring and community outreach events. Volunteers from the church became more connected to the neighborhood while discovering many opportunities to be involved in the lives of the community. Other churches began asking about these partnerships and how they might do something similar.

Every Neighborhood Partnership (ENP) was formed in January 2008 with a desire to see ministries like these replicated throughout the city.

### **INTERVIEW PROCESS**

1. Submit Cover Letter and Resume to Andrew Feil
2. Initial Phone Call
3. Interview w/ ENP Staff and Supporters
4. Canvass a neighborhood
5. Demonstrate the ability to translate English to Spanish

### **CONTACT**

Andrew Feil

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