  
Position Description

Position Title: **Neighborhood Advisory Committee Manager**

Organization: Germantown United CDC

Status: Full-time Employee

**Summary**

Germantown United Community Development Corporation (GUCDC) is now participating in the Neighborhood Advisory Committees (NAC) Program, an extension of the City of Philadelphia’s Division of Housing and Community Development (DHCD). The purpose of the NAC Program is to lead and engage residents in the Germantown neighborhood with activities that support the City’s core objectives, including:

* Promoting neighborhood sustainability through programs addressing homelessness prevention, energy conservation education, housing preservation, neighborhood safety, and health and wellness
* Utilizing referral services for available housing counseling, workforce development and economic opportunities
* Cultivating youth mentoring and civic engagement
* Ensuring resident participation in City planning and development initiatives

GUCDC is now seeking an outgoing, organized, and community-minded individual to lead this initiative. The Neighborhood Advisory Committee Manager will report to the Executive Director of GUCDC and will be responsible for implementing all activities under the organization’s contract with DHCD.

**Job Responsibilities**

The Neighborhood Advisory Committee Manager is responsible for promoting Germantown United CDC as the representative neighborhood organization available to provide information and assistance on activities and supportive services within the NAC boundaries. GUCDC’s NAC Manager will contribute to the direct delivery of services by City sponsored programs, and provide Germantown residents with adequate opportunity to participate in neighborhood level planning.

NAC Activities and Programs

* Promote City housing programs, disseminate information, and track referrals and services.
* Conduct mortgage and real estate outreach prevention.
* Facilitate educational workshops associated with NAC programs, and hold regular meetings to discuss neighborhood-wide issues.
* Organize and facilitate quarterly Service Area Briefings (community meetings) in the target area on topics related to the program mission, including home preservation, tax relief programs, addressing blight.
* Actively link organizations and institutions to the community.
* Organize and recruit block captains.
* Create and distribute a neighborhood resource directory, and keep it up-to-date.
* Prepare and publish a quarterly newsletter promoting the activities of the Germantown NAC and services of the City.
* Serve on the planning committee for related Germantown United CDC events, and assist with event execution.
* Represent and promote NAC activities and programs at all Germantown United CDC’s public events and festivals
* Promote other programs and services offered by Germantown United CDC.
* Attend relevant neighborhood-wide community meetings.
* Participate in Registered Community Organization (RCO) meetings and other zoning meetings to encourage citizen participation on an as-needed basis. Follow-up with letters to the Zoning Board of Adjustments.

Neighborhood Conditions

* Work with GUCDC’s Commercial Corridor Management team to actively identify and keep a log of vacant lots and abandoned structures.
* Promote greening, gardening and gardening education.

Administrative Reporting

* Submit a monthly report documenting staff activities and issues requiring DHCD attention.
* Report the number of people receiving services monthly.
* Prepare and distribute minutes for the NAS (Neighborhood Advisory Sub-committee) meetings.

**Qualifications**

* Have knowledge of the neighborhood and the resources within its target area.
* Energy, flexibility, creativity, and initiative.
* Experience with support services or client services management.
* Ability to manage walk-ins and engage in door-to-door outreach/canvassing.
* Must be able to relate effectively with the Germantown community.
* Self-motivated to develop strong working relationships.
* Demonstrated ability to work well with the public and with diverse groups of people including limited English proficiency speakers.
* Previous professional experience in a similar urban area is a significant plus.
* Exhibit strong interpersonal & public relations skills.
* Attention to detail and strong time management and organizational skills.
* Ability to work independently and collaboratively.
* Basic proficiency with Microsoft Office, especially Excel.
* Basic proficiency with MailChimp.
* Basic proficiency with Facebook, Twitter, Instagram.
* Experience with Wordpress and other content management systems a plus.
* Tech savvy applicants a plus.

The ideal candidate will have either have a Bachelors degree in one of the following relevant fields, or 3 to 4 years professional experience: social justice, social work, psychology or counseling, community organizing, community development or a related field.

**Physical Considerations**

Ability to manage walk-ins, cold calls/site visits are an important part of this position. Moderate physical exertion is required (walking, setting up and breaking down tables at outdoor events).

**Work Environment and Primary Work Locations**

A small, dedicated, and accomplished professional staff carry out GUCDC’s day-to-day operations. The primary work location will be Germantown United CDC’s storefront office, located at 5320 Germantown Avenue, at the corner of W Penn Street. The secondary location will be out in the field interacting with merchants. The work environment may include other venues at which the program may have activities such as community meetings, community events and festivals, and job fairs. Work schedule is flexible and may require some evening and weekend activities.

**Starting Salary Range**  
$40,000-$45,000. Position is a full-time 40-hour per week salaried position, with paid vacation and medical benefits.

To apply, email your resume and cover letter (Word document or PDF) to [jford@germantownunitedcdc.org](mailto:jford@germantownunitedcdc.org) with the Subject: NAC Manager Job Application. This position will be advertised until it is filled.

Disclaimer   
*This job description may change because of instructions of the funder, amount of funding and/or at the beginning of the contract year. The above job description is intended to describe the general nature and level of work being performed by employees assigned to this role. It is not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required. Germantown United CDC is committed to equal employment opportunity, and does not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: veteran status, race, color, religion, sex, sexual orientation, marital status, national origin, physical or mental disability and/or age.*

Germantown United CDC

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