JOB DESCRIPTION

NAC Program Associate

New Kensington Community Development Corporation (NKCDC) strengthens the physical, social and economic fabric of Kensington, Fishtown and Port Richmond, Philadelphia, by being a catalyst for sustainable development and community building. NKCDC draws on the strengths of the community to empower residents and promote resident-driven development. We believe in a multi-faceted approach to neighborhood revitalization, working with economic development, real estate development, vacant land management, community engagement and neighborhood planning as well as housing services.

Function
Team member provides constituent intake, data entry, and resource promotion around constituent services resources for residents that NKCDC serves in the Fishtown, Kensington, and Port Richmond neighborhoods of Philadelphia. Administers and coordinates NKCDC’s Neighborhood Advisory Committee (NAC) Program of the City of Philadelphia. Associate helps residents navigate and build skills needed to see success in areas such as crime and safety reporting, housing assistance, vacant land acquisition, and sustainable living throughout NKCDC’s diverse service area. Plans and staffs community events and provides needed support to Community Engagement team over the course of its many projects.

Reports to
Community Engagement Director

Professional responsibilities

- Administer and coordinate NKCDC’s Neighborhood Advisory Committee (NAC) Program of the Division of Housing and Community Development of the City of Philadelphia.
- Field phone calls and “walk-in” inquiries from residents at the NKCDC offices, providing resource referrals and information about NKCDC initiatives of interest, including Housing Services.
- Serve as resource and organizer as it relates to providing resources to constituents that pertain to community needs including quality of life issues, food access, legal aid, and cleaning and greening.
- Organizes community service briefings, events, and workshops that provide educational information on topics relevant to constituents.
- Maintain thorough and up-to-date resident services database. Share new resources with staff as they are announced, and determine most effective way to promote to our constituents.
- Conduct monthly data entry and reporting to track full Community Engagement department intake, outreach, and meeting and event programming;
- Conduct twice monthly door-to-door outreach with Housing Advisor to residents in danger of foreclosure.
- Organize neighborhood clean-ups as a means of community building, reducing crime, increasing safety, and improving the quality of life in NKCDC’s service area.
- Act as a representative for NKCDC’s Registered Community Organization.
• Provide event planning, outreach, and staffing support for other departmental programs.
• Develop partnerships and build relationships with other service providers and community hubs;
• Design, print, and disseminate flyers and other printed materials as needed;
• Represent NKCDC and our NAC office at neighborhood events;
• Assist residents in search of resources to help support themselves and their families;
• Attend community meetings, promoting NKCDC programs and ensuring strong community input;
• Report back to NKCDC on relevant knowledge obtained outside the organization;
• Other duties as assigned.

Qualifications and requirements
• High school diploma or equivalent required.
• An interest and/or experience in working directly with people one-on-one.
• Experience in data entry and office management preferred.
• Residence in 19134 preferred.
• Experience organizing events.
• Strong interpersonal, verbal communication and public speaking skills.
• Experience working with people from diverse backgrounds and cultures.
• Strong administrative, time and task management skills.
• Computer and other standard professional skills sufficient to prepare written reports and maintain databases.
• Ability to work independently and in groups, prioritize work, take initiative, and meet deadlines.
• Spanish language fluency and ability to translate written materials a plus.
• Graphic design experience a plus.
• Valid driver’s license; access to a personal vehicle is a plus.
• Must be able to work evenings and weekends as needed.

Compensation
Starting annual salary will be $40,000. Benefits including HMO health plan, long- and short-term disability insurance, life insurance, paid vacation and 403 (b) retirement plan.

Application process
Send letter and resume by **Friday, June 28** to Andrew Goodman, Community Engagement Director, NKCDC, agoodman [AT] nkcdc.org. All candidate resumes are given due consideration and are kept on file for one year, but we cannot always respond personally due to the high volume of inquiries.

_NKCDC provides Equal Employment Opportunity (EEO) to all persons regardless of age, race, national or ethnic origin, gender identity or expression, religion, language, political beliefs, sexual orientation, or physical ability._