Strawberry Mansion Community Development Corporation
Strawberry Mansion Historic Home Repair Program

Job Title: Project Coordinator
Supervisor: Project Executive Director
Salary: $30,000 - $33,500 + Benefit Package
FSLA Status: Full Time Regular
Location: Philadelphia, PA

ORGANIZATION SUMMARY:
Strawberry Mansion is a neighborhood of rich tradition and history that is located in Lower North Philadelphia and is adjacent to East Fairmount Park. Its boundaries include Allegheny West to the north; the Amtrak Northeast Corridor Line and the North Central neighborhood to the east; Brewerytown to the south; and Fairmount Park along the Schuylkill River to the west. In addition to its rich culture, another prominent Strawberry Mansion asset is its housing stock. The typical housing stock consists of 2-3 story, single-family row homes. The streetscapes are rarely monotonous as the ornate cornices, Victorian turrets, bay windows, and unique paint expresses the personalities of the current inhabitants as well as link today’s residents with the neighborhood’s history and past dwellers. The Strawberry Mansion Community Development Corporation’s mission is to promote sustainable revitalization through residential, commercial and economic development, historic preservation and the empowerment of the Strawberry Mansion Community. Although troubled by urban blight in the past, today the neighborhood is experiencing urban renewal at a tremendous pace. The SMCDC was formed to drive this renewal, empower the residents and preserve the richness of the neighborhood.

POSITION SUMMARY:
Strawberry Mansion Community Development Corporation is seeking a Project Coordinator to provide technical assistance and professional coordination with hands-on leadership in the development of a community home repair program. The incumbent is responsible for collaborating with other corporations and agencies in creating a working plan to develop, grow and implement strategies and coordination for the home repair program. Work directly with community leaders, program managers, contractors, and frontline staff to build relationships with employers, vendors or stakeholders that are key to the development of this project. He/she provides administrative support to ensure data and applications are keep up to date.

RESPONSIBILITIES:
- Work with SMCDC, community residents and stakeholders to develop a toolkit with resources, provide guidance, and tools to implement the Project for the greatest outcomes and benefits.
- Coordinate with Project Director and sponsorship bodies to provide program/project planning and develop related-operational procedures to assist the Project in the successful completion of goals.
- Serves as a liaison and technical advisor between affiliates, contractors, funders, support staff, and stakeholders by coordinating assistance for the Home Repair Program.
- Assist with organizing, planning, and executing events and meetings in support of awareness, development, marking and work readiness.
• Provide guidance to Program Director on how to collect, track, and deliver required documentation, data, and reports on a timely basis.
• Work in partnership with the SMCDC/Program Director and staff to coordinate program outreach including workshops/information sessions, collaborate with partner agencies who can advocate for capacity goals.

QUALIFICATIONS AND SKILLS:
• Commitment to SMCDC mission and team values
• Past experience working with housing rehabilitation ecosystem
• Advance knowledge of the moderate housing rehabilitation model
• 3 years’ experience working in a government agency, nonprofit organization or other business experience
• Knowledge of housing construction jobs and career search portals
• Knowledge of requirements and an understanding of how to navigate city agencies and sponsorship entities
• Demonstrated ability to meet customers needs, problem solve and collaborate with others
• Proficient in MS Office applications (especially Word and Excel)
• Community engagement experience is preferred
• Excellent written and verbal communication skills, public speaking, presentation delivery and email writing
• Valid driver’s license
• Ability to work evenings

TO APPLY:
Submit cover letter and resume to tonnetta@strawberrymansioncdc.org, no later than February 28, 2020. Please include “Project Coordinator” in the subject line of your email. No phone calls please.

EQUAL OPPORTUNITY EMPLOYER:
SMCDC provides equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability.

DISCLAIMER:
The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has the sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.