



Neighborhood Advisory Committee (NAC) Program Coordinator

Summary

The Tacony Community Development Corporation (TCDC) is seeking a talented and outgoing Neighborhood Advisory Committee (NAC) Program Coordinator to assist in our efforts to promote homeownership, housing sustainability, and self-sufficiency. The NAC Program Coordinator will engage directly with residents, neighborhood organizations and local stakeholders. The NAC Program Coordinator plays a critical role in addressing challenges in housing and quality-of-life by helping to improve neighborhood conditions, creating awareness of City programs that protect housing, promoting economic opportunities, and engaging residents and businesses in the city planning processes and financial literacy.


TCDC is a community planning nonprofit organization dedicated to improving the Tacony neighborhood through economic development, art and design, home preservation, and environmental action. TCDC is working with the City of Philadelphia Department of Housing and Community Development (DHCD) to organize residents, address quality-of-life issues and promote housing programs.

The overall role of the NAC Program Coordinator is to perform digital and door-to-door outreach, provide housing referral services, create social media communications, manage volunteers, and plan events that engage low-to-moderate income residents in Tacony. The NAC Coordinator will address neighborhood quality-of-life issues through creative problem-solving, 311 reporting, advocacy and outreach.

The NAC Coordinator reports directly to the TCDC Executive Director and will work with the Corridor Manager and a Community Connector Assistant. The NAC Coordinator will be advised by the volunteers of the Neighborhood Advisory Subcommittee (NAS) and members of the TCDC Board of Directors.

Core Duties and Responsibilities

1. Submit Monthly NAC Reports and invoicing to DHCD. The Monthly Report shall include types of services provided, number and information on clients served, number of referrals to City services and agencies, narrative description of goals, meetings held, and resolutions passed with Neighborhood Advisory Subcommittee and other partners.
2. Conduct door-to-door outreach, send mailers, and create social media content that helps residents with mortgages, tangled titles, and real estate tax resources. Prepare a Monthly Outreach Report using DHCD Web Portal and Excel that quantifies the outreach and services provided. Conduct Outreach Training that prioritizes safety, efficiency, and community engagement.
3. Lead and manage volunteer-led Neighborhood Advisory Subcommittee monthly meetings by scheduling meeting times, preparing agendas and recording meeting minutes and resolutions. The NAS is a group of 7-11 elected volunteers that advises the NAC Coordinator regarding residential issues and helps with events and other projects.
4. Prepare and distribute Monthly Newsletters in collaboration with the Corridor Manager on events, programs, and services offered by TCDC, DHCD, other City of Philadelphia Departments and local stakeholders.

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5. Plan and manage Quarterly Service Area Briefings with community members and stakeholders on preserving housing.
 6. Conduct 311 reporting for residential streets, coordinate block captains and volunteers, plan cleanups, create recycling and beautification projects and plan neighborhood events.
 7. Attend all relevant City of Philadelphia meetings related to housing programs. Represent the TCDC and our mission at local meetings.

Skills and Abilities

- Imaginative, highly organized, energetic and capable of functioning effectively independently. Self-motivated and can complete projects from start to finish.
- Ability to listen to and work with a wide range of stakeholders, including an active Board, property owners, community and government leaders and advocates.
- Outgoing, with excellent interpersonal skills. Comfortable engaging in one-on-one and group settings and managing many relationships.
- Ability to collaborate within a team that is intellectually curious, dedicated to self-improvement, and respects the traditions and values of local residents.

Qualifications & Requirements

- Passion for housing equity and community engagement and for preserving the diversity of local communities.
- Experience working in economically and racially diverse communities.
- Two years of relevant experience in community engagement or nonprofit work, or Bachelor's degree in any relevant field.
- Ability to work weekends and evening hours when necessary.
- Ability to carry outreach materials and equipment for events. Ability to walk, stand, and manage steps during door-to-door outreach.
- Dedicated to preserving the diversity of local communities.
- Expert in Microsoft Office, Google Suite, Canva, and social media engines.
- Excellent record keeping and writing and oral communication skills.
- Knowledge of Spanish, Mandarin, or other language skills a plus, but not required.
- Local knowledge of Tacony neighborhood a plus, but not required.


Salary & Benefits

\$45,000 base salary, plus an additional \$5,000/year health and benefit stipend after a 3-month review period.

Twelve paid holidays. Unlimited Paid Time Off (PTO) with prior written permission by Executive Director and Board of Trustees.

This role is expected to be fully in-person and in the Tacony office 5-days a week, 40 hours a week. Due to the nature of the NAC Coordinator's highly localized community work, remote or hybrid work is limited and must be approved by the Executive Director.

Physical Demands



The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work is performed primarily in an office setting with some outdoor work required. The NAC Coordinator is frequently required to stand and walk and perform door-to-door outreach. The NAC Coordinator must occasionally lift up to 25 lbs.

Equal Opportunity

The TCDC is an Equal Opportunity Employer. The TCDC does not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, non-job-related disability or status as a veteran. Minority and female candidates are strongly encouraged to apply.

Application Process

Qualified applicants should submit a cover letter and resume (Word doc or PDF) electronically to: employment@taconycdc.org with the subject line "NAC Program Coordinator Application." No telephone inquiries, please. We will directly contact the candidates we wish to interview.

Application deadline

May 2nd, 2025, at 11:59pm