

Job Description for Program Coordinator of Northern Berkshire Neighbors Northern Berkshire Community Coalition

The Northern Berkshire Neighbors Program Coordinator will enable and assist the development, growth, and sustaining of stronger neighborhoods throughout the Northern Berkshire area.

Education/Experience/ Requirements

- College degree
- Experience working with people in a variety of groups
- Flexibility in scheduling with availability for some evenings and weekends.
- Reports to Executive Director of Northern Berkshire Community Coalition
- Supervision of assistant coordinator and intern staff

Qualities

- An affinity for community organizing
- Comfort in working with all types of groups and people
- Commitment to working in the community to help groups and families address key issues
- Ability and desire to work in a team environment.
- Openness to learning from and with residents about ways to empower and support leadership
- Patience with and understanding of diverse populations
- Creativity and initiative in developing activities and programs

Job Elements/Responsibilities (include though not limited to)

- Coordination of the Community Outreach Worker program including training for new Outreach Workers / ongoing training for existing workers / and administration of Outreach efforts.
- Supervise the continued growth of leadership development within neighborhoods through informal and formal means for Northern Berkshire Neighbors and the Coalition.
- Enable residents to utilize skills, obtain resources and take action to improve their neighborhoods
- Support neighborhood groups and attend neighborhood meetings.
 - Assist neighborhood/community groups in the development of programs and events that will help to sustain and strengthen their neighborhood/community
 - Encourage neighborhood residents' participation in wider community life.
 - Where feasible develop new neighborhood/community groups or projects.
- Supervise part-time Northern Berkshire Neighbors staff and student interns who work with Northern Berkshire Neighbors
- Coordinate Summit meetings that bring together residents from a variety of neighborhoods as well as our Community Outreach Workers.
- Develop and support links between neighborhood groups and residents with the entire community.
 - Educate the community as to the positive influence that strong neighborhoods can have on community life.
 - Link neighborhoods with community resources and agencies with the support of the Community Outreach Workers.
 - Enable neighborhood residents to overcome barriers by providing them with referrals, linkages, and support.
- Coordinate events along with volunteer groups that support community participation that may include Community Recognition Awards, and others.
- Serve as Coalition liaison to Community Connections Program of the MA Department of Children and Families by serving as a link between natural helping systems and the DCF office, ensure that foster parents support group continues, and other initiatives as requested by DCF staff.
- Complete reports as needed, such as reports on program activities, submissions for Coalition newsletter, and reports required by funders.
- With Business Manager and Director, manage budget for Northern Berkshire Neighbors.
- Support the Director in program development; grant writing, fundraising, staff supervision, and day-to-day operation of the Coalition as needed and designated by the Director.
 - Assist and participate at the monthly coalition meetings.
 - Assist with other reports and with the evaluation process as needed.
 - Assist the Executive Director with other administrative duties as needed