

Community Engagement Coordinator for Special & General Populations

Ashburn, Virginia

Pay Range: \$50,000 – 58,475 (DOE)



[Communities Together Inc](#) is a nonprofit organization that provides residential engagement and civic community-building programs to low- and moderate-income communities (aka affordable housing). Communities Together serves more than 7,000 residents in 21 communities in DC, MD, and VA, fostering self-reliance among community members. We are well-funded, innovative, and growing. Our core program aids residents as they build social and civic community with their neighbors.

The **Community Engagement Coordinator for Special & General Populations** supports one affordable housing community in Ashburn, Virginia, outside Washington, DC. People with developmental disabilities live in about ten percent of the apartments in the community. The Coordinator helps integrate residents of affordable housing with developmental disabilities into the mainstream community and provide community engagement programs to all residents of the community.

The goals of the position include increased resident opportunities, strong resident relationships, resident self-reliance, community cohesion, and housing stability. Teamwork, social service and mental health referrals, working with community partners, programmatic planning, logistics, and reporting are critical to this position.

Responsibilities include team collaboration; program implementation; project planning and improvement; resident event planning, coordination, and execution; program evaluation; fundraising; and relationship-building to support residents to meet their personal and community goals.

The Coordinator works with providers, partners, case managers, to ensure that residents with developmental disabilities are integrating into the larger community, participating in activities, and receiving resources necessary to live independently.

The Coordinator works full-time and on-site at a recently developed affordable housing community in Ashburn, Virginia.

DUTIES

- Develop and implement resident engagement programs and services to meet community demand.
- Develop programs that are inclusive of all residents – mainstreaming individuals with developmental disabilities.
- Engage in community outreach activities for Communities Together programs and services.
- Assist residents with personal and career goal development and attainment.

- Work with partners, case managers, providers, and residents who are developmentally disabled to assist them in integrating within the residential and local community.
- Track effectiveness and quality of community engagement and programs.
- Develop newsletters for outreach and support; share updates on social media and ensure that communication is adapted to provide information to those with needs relating to disabilities.
- Provide community referrals for social services, community services, rental assistance, enrichment, recreational, and leisure activities.
- Identify, establish, and implement processes to provide the efficient management of programs, goods, and services.
- Identify funding and grant sources and opportunities; write proposals; solicit donations.
- Maintain program documentation on activities for evaluation and reporting obligations, producing regular reports as required.
- Uphold ethical standards and Communities Together policies.
- Abide by the Mission and Values of Communities Together.
- Conduct other duties as assigned by the Director of Community Engagement.

LICENSES: Valid driver's license and acceptable driving record.

Requirements

- Bachelor's degree in social science, psychology, social work, counseling, education or human services related fields, the humanities, communications, or other liberal arts, or related fields. THIS IS NOT A CLINICAL POSITION but requires knowledge of social and educational services available for referral to providers, partners, case managers, for residents with disabilities.
- One full year's experience working with individuals with disabilities is required.
- One year of experience in residential or community engagement, social work, community organizing, human services, or education, or a related field is mandatory.
- ***In lieu of a bachelor's degree***, a combination of education, training, and work experience may be considered.
- Excellent communication skills: ability to write reports, professional correspondence, and procedures required. Ability to present information and respond to questions required.
- Excellent team, leadership and organization skills; ability to identify, rank, and organize actions toward a goal. Willingness and ability to work collegially.
- Effective communication skills – verbal, written, presentational – with audiences diverse in age, race, ethnicity, religion, and gender.
- Skilled in MS Office and common platforms and applications.
- Cultural competence – with an understanding of the roles and effects of race, culture, poverty, and education.
- ***Full vaccination against Covid-19*** and other communicable diseases for which vaccines are widely available (e.g., polio, measles).

- A passion for justice, human development, equity, and inclusion.

Preferences

- Experience working in a low-income community is highly desirable.
- Knowledge of Northern Virginia and Leesburg County governmental and community programs would be desirable.
- Licensure in VA as a Mental Health Provider would be valued (Social Worker, Professional Counselor, Mental Health Professional).
- Second language ability would be desirable, with special preference for American Sign Language or Spanish.

WORK ENVIRONMENT:

- The Coordinator works on-site at an affordable housing community in Loudoun County in northern Virginia. The Coordinator is expected to attend Communities Together weekly team meetings virtually or in person at our offices in Silver Spring and Bethesda, Maryland and occasionally at other communities we serve.
- Communities Together abides by the strictest Federal, State, and local health restrictions to combat the Covid-19 pandemic and requires proof of vaccination for employees working with residents.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Communities Together has a majority-Black Board of Directors, and our staff team is diverse and descended from Africa, Latin America, and Europe.

COMPENSATION: The pay range for this position is \$50,000-58,475. The initial salary will be commensurate with applicable experience and expertise. Communities Together offers a competitive benefits package.

HOW TO APPLY: Please submit your resume with a cover letter to our posting on Indeed.com. Successful candidates will be required to complete an employment application, provide references, and participate in more than one interview.

**** We are hiring immediately with an expedited process. The position will remain open until filled.**

We conduct Federal and State Background Checks on finalists, at the finalist's initial expense, with full reimbursement if successful, including child maltreatment and abuse records and the Sexual Abuse Registry.

We cannot answer questions until candidates are interviewed. We are unable to respond to applicants not selected for an interview.

Communities Together, Inc. is an EEO (equal employment opportunity) employer. Our Board of Directors has an African-American majority, and our employees and contractors are diverse

in race, ethnicity, age, gender, and religion.