

Mi Casa Inc.

Community Engagement Specialist- Position Description

TITLE:	Community Engagement Specialist
POSITION TYPE:	Full-time salaried position
REPORTS TO:	The Deputy Director of Mi Casa, Inc.
ANTICIPATED START DATE:	May 15, 2021
WORKS CLOSELY WITH:	Project Managers, Community Members, Property Managers

Mi Casa Inc

Mi Casa Inc. is an established non-profit affordable housing developer based in Washington, DC, with a mission to preserve and provide affordable housing and to sustain strong, diverse communities. Mi Casa's Housing Programs focus on working with low-income communities to develop affordable co-operative and rental housing. Through co-op development, community members are engaged in building skills and knowledge and making decisions about the development of their buildings. Mi Casa's Genesis Intergenerational Program is a community program based in an affordable rental building, where residents provide volunteer support to each other and their community.

Community Engagement Specialist - Role Description

Mi Casa seeks a highly motivated, creative, and dynamic individual to serve as the Community Engagement Specialist (CES) and an integral member of the Mi Casa team. The CES will work with interdisciplinary teams in its Housing Programs (specifically co-op development and the Genesis Program) to facilitate community leadership and engagement, provide training, and to build resident leadership and community capacity. The Coordinator will work with the team members and residents to foster a culture of mutual cooperation to work toward common goals.

The CES will achieve this through: 1. Working directly with residents to facilitate engagement, connections, and leadership, 2. Coaching and providing support to Mi Casa Program staff on resident engagement strategies and working through challenges; and 3. Facilitating training and technical assistance to increase engagement of individuals and the community.

The CES should have demonstrated significant experience (three to five years) in resident engagement, training and organizing residents, and a high level of skill in community organizing and outreach. The CES will have experience working with low-income communities of different backgrounds, generations, and cultures. Spanish language proficiency is a requirement for this position.

The CES will provide community outreach for new projects, and support to project managers on existing projects. S/he/they will work to build new and continuing partnerships that support our work; and advocate for support for affordable housing.

The CES will coordinate, with other program staff, logistics and outreach for Mi Casa's Co-op training series, providing and coordinating trainings to co-op members and residents on a regular basis.

The CES will coordinate data collection on resident engagement—capturing and analyzing data on engagement, and other measures of program impact.

Candidate Qualifications:

- **Minimum 3 years' experience in community organizing / building/ outreach:** significant, demonstrated experience in community organizing, community- building and building grassroots leadership.
- **Highly skilled in bringing people together around a common purpose:** Direct experience in coordinating meetings and activities that bring residents together to support one another and work toward a common purpose (e.g, improved housing and economic stability)
- **Strong interpersonal and communication skills:** Excellent interpersonal awareness and skill in communicating clearly and consistently. Experience with group presentations, facilitation, and/or conflict resolution.
- **Strong cultural knowledge and sensitivity to diverse backgrounds and experience:** Must be able to effectively build on diverse interests and backgrounds to draw the community together.

- **Effective time management and coordination skills:** Well-organized and effective in coordinating meetings, activities, logistics, and communicating with multiple people and groups.
- **Experience working with low-income families and/or seniors:** Knowledge and/or experience of/with the challenges facing low-income populations; experience across ages a plus.
- **Skilled in team building and establishing partnerships:** Be a highly effective team player within Mi Casa and with partner organizations, providing outreach to build new partnerships, etc.
- **Passion for Mi Casa's mission and building community capacity:** The ideal candidate will have a passion for affordable housing, grass-roots capacity-building and strengthening low-income communities, and come prepared with a strongly resilient and optimistic outlook.
- **Language Skills:** Bilingual/ English/Spanish speaking and writing ability required.
- **Experience with data tracking and analysis a plus:** e.g., tracking resident engagement, program outcomes (through surveys, observations—e.g., participation levels, reporting, etc).
- **Flexible Availability and own transportation:** The position requires non-traditional office hours on a regular basis, including evening and weekend events / meetings on a regular basis.
- **Salary:** Commensurate with experience.
- **Preference for DC residents.**

Mi Casa is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation or identity, religion, marital or family status, disability, age, or political beliefs.

To Apply: Please provide a cover letter stating your interest in the position, your salary expectations, and a CV or resume with three references: info@micasa-inc.org