Mi Casa, Inc.

Genesis Intergenerational Program

TITLE: Genesis Program – Community Coordinator

POSITION TYPE: Contract position; average 30 hours a week

REPORTS TO: The Deputy Director of Mi Casa, Inc.

ANTICIPATED START DATE: As soon as possible

WORKS CLOSELY WITH: Community Members, Fundraising Manager, other Management Staff

Mi Casa Inc – Genesis Intergenerational Program

Mi Casa Inc. is a well-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 Genesis Intergenerational Program is a community-based program where residents provide volunteer support to each other and their community, based in an affordable rental building. The 27-unit building houses young women coming from foster care and their children, seniors over 55, and other families. Now in its 5th year, the Program seeks a Coordinator to facilitate community leadership development, engagement, and build the capacity and self-sufficiency of residents and the community.

Genesis Community Coordinator – Role Description

Mi Casa seeks a highly motivated, creative, and dynamic individual to serve as the Genesis Community Coordinator (Coordinator) and a member of the Mi Casa team. The Coordinator will engage Genesis community members to promote engagement, foster community leadership, and a culture of mutual support. The Coordinator will accomplish this through facilitating: 1. Resident leadership in co-facilitating community activities, workshops, and cohort groups to increase self-reliance, 2. Resident connections and support for individuals and families across the generations, and 3. Capacity-building of individuals and the community. The coordinator will draw out and support community members working toward self-established goals (for example: greater economic stability and/or employment, educational attainment, parent/ community involvement in children's education, support for seniors aging in place).

The Genesis Coordinator should have demonstrated significant experience in program coordination and resident engagement, ideally in community organizing and/or community-based programming. The ideal candidate will have experience working with families in low-income communities, and preferably experience working with multiple generations.

The Coordinator will facilitate existing and establish new third-party partnerships with organizations that can provide residents with a variety of technical assistance and support (e.g., senior centers, family-support collaboratives, connections with local schools and other non-profits). The Coordinator will work within the program budget to engage no- or low- cost partnerships to enhance the goals of the Program, engaging volunteers as needed, always looking first to community volunteers.

The Coordinator will be expected to work non-traditional office hours (i.e., regularly outside the 9 to 5 pm work schedule) in order to work with residents to coordinate program activities during hourse when most residents are available. S/he/they should anticipate working two or more evenings per week plus some weekend hours on a regular basis. The Coordinator will need to maintain a flexible schedule -that may change week to week- within a 30-hour workweek.

The Coordinator will also establish and implement mechanisms for capturing and analyzing data—on participation, resident interest, outcomes, and to regularly survey residents on engagement, type and frequency of activities, and program impact.

Candidate Qualifications:

- **Minimum 2 years' experience in community organizing / building:** significant and demonstrated experience in community organizing and community- building. High level of awareness and skills in what it takes to engage and connect people and build grassroots leadership.
- **Experience in coordinating a community-based program and/or community activities:** experience coordinating a community-based program or similar designed to bring people together.
- **Strong interpersonal skills and able to encourage mutual responsibility:** high level of skill in communicating clearly, firmly, and consistently in order to support a culture of mutual accountability and responsibility toward one another.
- **Effective schedule management and administrative skills:**well-organized and effective in coordinating program activities, complex schedules, and communicating with multiple people and groups, and managing program spaces and materials.
- **Experience working with vulnerable children and youth, low-income families, and/or seniors:**knowledge and/or experience of/with the challenges facing low-income populations, and understanding of developmental impact of traumatic experience, counseling, and/or significant direct experience a plus.
- **Effective at record-keeping, tracking and analyzing data**on resident participation, program initiatives and outcomes (surveys, observations—including tracking participation levels, reporting, etc). Experience with data collection and analysis a plus.
- **Excellent communication skills:** excellent, non-biased verbal communication skills, public speaking skills, and solid writing skills. Experience with group facilitation and/or conflict resolution a plus.
- **Strong cultural knowledge and sensitivity to diverse backgrounds and experience:** must be able to "meet people where they are," regardless of background or life experience, build on diverse interests and backgrounds to draw the community together.
- **Effective at building partnerships and support:** should be effective in working as team player within Mi Casa and working with partner organizations, creating new partnerships, able to speak

articulately about the program, and provide regular program tours to potential funders and partners.

- **Passion for Mi Casa's mission and the goals of Genesis: 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, ability to see the "big picture" in addition to dealing with day-to-day work challenges.
- **Language Skills:** Proficiency in verbal Spanish communication is strongly preferred.
- **Salary:** Contract position**;** hourly fee or monthly stipend commensurate on experience.
- **Preference for DC residents.**

To apply, please send a copy of your resume and a cover letter to brandi@micasa-inc.org

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.