

COMMUNITIES Unlimited

Job Description

Position:	Project Coordinator-Community Facilitator
Immediate Supervisor:	Director of Community Sustainability
Mission Area:	Community Sustainability
Location:	Amarillo, TX

Summary of Position

The Project Coordinator-Community Facilitator is responsible for assisting the Director of Community Sustainability in coordinating a Community Sustainability Mission area engagement project and serving as the local community facilitator in stakeholder interactions. The Project Coordinator-Community Facilitator must successfully: collaborate with other CU team members and community leaders; collaborate on the development of new tools, strategies, and funding mechanisms; and, facilitate strategies to enhance local community economic development opportunities using CU's existing engagement tools/models.

Education/Certification Requirements

Bachelor's degree in social sciences, management, public administration or related field. Advanced degree preferred. Must have valid driver's license and reliable personal vehicle for travel to client communities.

Experience/Skills Requirements

Four years of previous experience preferred with rural community development programs and onsite technical assistance activities at the state or local level. Experience strongly preferred, including: working knowledge of USDA Rural Development, EDA, CDBG, and other rural, economic and disaster financing tools; existing collaborative partnerships or relationships with local, regional and national partners or demonstrated success forming similar collaborative relationships in other contexts; and, demonstrate success leveraging resources for communities.

Experience in the following is preferred: research and preparation of formal reports and program progress reports; facilitating training; and, the ability to develop, implement and measure activities and link those activities to sustainable impact as defined by program goals.

Must have reliable transportation and be willing to travel throughout CU's target market.

Summary of Essential Job Duties

- Collaborate with the Director of Community Sustainability and other senior leadership within CU for engaging rural communities in a comprehensive and inclusive community sustainability initiative, focused on economic development and resilience using CU's tools and resources and/or modifying such tools and resources as necessary.
- Working on-the-ground in rural communities to build leadership teams that are representative of the community with intentional focus on inclusion of diverse people and perspectives.

COMMUNITIES Unlimited

- Facilitate a community leadership team through CU's community sustainability process, leveraging a variety of CU resources and connecting the community with a variety of other available resources, as relevant to move the community toward economic expansion and long-term resilience.
- Identify and engage local and national partners to deliver services in support of strategies developed by community leadership teams, including community economic resilience, strong small business development, potential disaster recovery and others.
- Collaborate with the Director of Community Sustainability to identify, capture and leverage resources to support community strategies which may include: grants, sources of federal/state disaster recovery funding, private foundations, corporate programs/resources, strategic partnerships, etc.
- Assist in capturing qualitative and quantitative impact measurements.
- Contribute language, articles, photographs, videos and success stories of our work in communities in collaboration with and support of CU communications.
- Assist in development and presentation of training curriculum for community stakeholders, CU employees, and other audiences as relevant.
- Accurately document work-related time, expenses, and activities in compliance with CU policy and applicable contracts, regulations and/or laws.
- Comply with CU employment policies and performance expectations.

Coordination Job Duties

- Coordinate the collaborative work of an interdepartmental team to complete an assigned project on time, to specifications, and with accuracy and efficiency.
- Acts as a liaison between company, customers, and partners.
- Schedules and coordinates work with and of appropriate department staff so that projects are completed in a timely and efficient manner.
- Maintain, update and share a project schedule, with milestones & due dates
- Prepare project / activity reports and share updates with various stakeholders internal and external
- Facilitate the development of a strong working unit and support successful accomplishment of activities and outcomes
- Addresses questions, concerns, and/or complaints throughout the project.
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
- Identifies, acquires, and ensures the availability of resources to support the project objectives.

Tools Used in Job

Computer, internet, smart phone (texting, email, photos, videos, social media, and calls), web-based databases for data-entry, Microsoft Office suite including Outlook, Word, Excel and PowerPoint, and video conference web-based resources and/or app-based resources is required. Moderate user proficiency in the Microsoft Office Suite is required immediately upon hire. Use of additional software for project related activities may be required.

Work Environment

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

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Classification

Sedentary (10 pounds – 2 hours)	<input checked="" type="checkbox"/>
Light (25 pounds – 6 hours)	<input type="checkbox"/>
Medium (50 pounds – long hours)	<input type="checkbox"/>
Heavy (100 pounds – long hours)	<input type="checkbox"/>
Very Heavy (100 pounds – long hours)	<input type="checkbox"/>

Details of Physical Demands

	<i>Hours/Day</i>	<i>Max Time</i>	<i>Surface</i>
Standing or Walking	2	1 hour	Varied
Sitting	6	1 hour	Padded Chair/Seat

	<i>Weight</i>	<i>Times/day</i>
Lifting (up to 48")	25 lbs	1
Pushing	10 lbs	1
Pulling	10 lbs	1
Carrying	25 lbs	1

Travel Requirements

<i>Average per week for a typical one-year time period</i>	<i>Details</i>
None	Driving to communities for site visits. Overnight travel may be required depending upon location of community and for occasional national/corporate meetings.
Minimal (less than 5 hours/week)	
Moderate (6-20 hours/week)	
Extensive (more than 20 hours/week)	

Communication

Indicate % of each required.

Verbal – in person	50%
Verbal – via telephone/video conference	20%
Written	30%
Hearing – in person	70%
Hearing – via telephone/video conference	30%

FLSA Classification: Exempt