

COMMUNITIES Unlimited

Position Description

Position:	Community Facilitator
Immediate Supervisor:	Director of Community Sustainability
Mission Focus:	Community Sustainability
Location:	Amarillo, TX

Summary of Position

The Community Facilitator effectively engages and guides targeted communities to enable the building of local capacity to envision entrepreneurial opportunities and to develop and sustain strategies to move their community toward prosperity. Pursuant to the community's self-defined strategy, the Community Facilitator leverages and closely coordinates with other Communities Unlimited staff and other strategic partners to implement training and technical assistance to complete tasks necessary to accomplish strategic goals and desired community sustainability outcomes.

Education/Certification Requirements

The position requires an Associate's degree in community and economic development, political science, sociology, or public administration or in another field of study with a 2-year minimum experience of working in community development or community organizing or 1-year CU Internship will meet this requirement. Candidates for this position who demonstrate mastery of desired skill-sets but who are not degreed may be considered for this position provided that they have a minimum of 6-years-experience working in community development or community organizing activities.

Must hold a valid drivers-license (state of residency) and have a reliable personal vehicle and maintain at least the state minimum personal automotive liability insurance required for job-related travel.

Must have authorization to work in the U.S.

Experience/Skills Requirements

Minimum 6 months of related work experience is required.

Successful Facilitators have strong analytical, verbal communication and writing skills. Successful completion of essential job duties requires the ability to manage many project-related details with extreme accuracy and attention to time lines. Ability to demonstrate proficient use of a personal computer including software programs such as MS Windows, Word, Excel, Outlook, is required. Experience with Microsoft 365 cloud-based SharePoint and/or TEAMS is preferred.

Summary of Essential Job Duties

- Pursuant to Internal Funding Budgets and as assigned by supervisor, engage five (5) to eight (8) target communities for sustainability facilitation each year
- Organize target communities for action by conducting initial stakeholder mapping, outreach to potential stakeholders, and facilitate introductory local Community Sustainability meetings, and conduct Preliminary Community Attitude Assessment
- Identify potential local leaders to establish a Community Sustainability Team (*“CSTeam”*) *members and a CS Team Coordinator who will who will serve as your “sparkplug” to keep the CSTeam engaged and on task*
- Facilitate follow-up meeting(s) to guide the CSTeam through a Community Wealth Analysis to assess community assets and resources needs, ongoing community development projects to envision opportunities and corresponding known or potential barriers and identify other CU Service needs.
- Through working closely in the community, identify potential candidates to serve as a Community Coach, who will be the “boots on the ground” within the community
- Complete Draft Development Opportunity Report that includes the potential utilization of CU Portfolio Services (*Entrepreneurial, RCAP, Lending, Technology, or other*)
- Coordinate with supervisor for the purpose of notifying other CU Portfolio Service Directors of potential engagement of their staff
- Facilitate Wealthworks Training
- Facilitate Entrepreneurial Ecosystem Development Strategy through coordination with CU Entrepreneurial staff and local CSTeam
- Facilitate an Opportunity Assessment Meeting with the CSTeam to guide them in identifying and refining the opportunities (*and potential barriers to implementation*) *and to incorporate into the Community Sustainability Strategy*
- Complete Final Opportunity Assessment Report and submit to supervisor for review / approval
- Collaborate with other CU staff leveraged by supervisor to identify other assistance tasks for inclusion in and develop of the preliminary draft Community Strategy Report to include timeline for assistance tasks implementation
- Facilitate meeting(s) with CSTeam to guide them through defining their initiative, *SMART* goals, and implementation strategy necessary to complete the Community Strategy
- Collaborate with other engaged CU staff to complete the final draft of the Community Strategy Report and submit to supervisor for review / approval
- Facilitate joint meeting with engaged CU staff and local CSTeam to review and adopt the Community Strategy Report for implementation
- Follow-up coordination with local CSTeam Coordinator monthly to ensure team is meeting and reviewing progress of strategy implementation
- Follow-up with local CS Community Coach monthly to assess resource needs and facilitate connection with additional resources if needed. Solicit business referrals as the opportunity arises and provide follow up as needed
- Follow-up coordinate with engaged CU staff monthly to determine status of tasks / goals / outcomes and report achieved goals and outcomes to supervisor. Facilitate communication and celebration of successes.

- After six (6) months of the initial meeting, facilitate a follow-up meeting with the CSTeam to conduct an Interim Community Attitude Survey
- After all prescribed tasks supporting strategic goals have been initiated and/or before CS funding cycle is completed, schedule a final meeting with the CSTeam to deliver a final report, solicit referrals and success stories, issue “Participating CU Partner” framed certificates, and equip CSTeam with additional resources for continued development toward prosperity
- Submit Final Report including referral letters and/or testimonies to supervisor
- Close-out Community Sustainability project but maintain 6-month check-ins for a minimum of two (2) years with CSTeam Coordinator
- Develop and deliver assigned Value-Chain or other Training
- Attend CU staff meetings
- The employee shall work well under pressure; meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.
- Maintain the highest level of confidentiality and security with all information, understanding your obligations in regards to client data, community environmental system data, borrower data, payroll data, HR data, medical information, workman’s compensation data, IT data, computer passwords, email account passwords, phone lock codes, etc.
- Accurate and timely submission of time and expenses in compliance with CU policy and supervisor direction, understanding this record in a critical part of CU’s compliance with grants and contracts.
- Comply with corporate branding and communication requirements and support corporate communication processes by submitting client stories, securing releases for use of client quotes/images; media capture (photos, videos, etc.) and collaborating with communications staff to promote events, loan closings, community projects and milestones and client businesses.
- Special projects, and other duties as may be assigned from time to time by supervisor.

Tools Used in Job

Proficient use of computer, internet, smart phone, web-based databases for data-entry, Microsoft Office suite including Outlook, Word, Excel and PowerPoint is required. 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.