

Flourish Community Development Corporation Program Coordinator Job Description

Introduction:

Flourish CDC is a faith-based nonprofit that seeks to transform lives through community and individual impact programs and ministries. Flourish has initiatives that equips and empowers individuals to make smart choices and attain self-sufficiency. Flourish focuses on community engagement and capacity building to help build relationships and social capital, to give a voice and opportunities for service and leadership, to foster a sense of belonging and ownership and build skills and capacity in both individuals and groups. Flourish has aligned with DHTC to serve as the Resource Coordinator for their Nordic Landing and Y Gardens mixed-income apartment properties.

General Description:

The Resource Coordinator is the initiator, leading presence, encourager and connector for all Flourish CDC programs and activities in the Nordic Landing and Y Gardens communities. They will engage with property management and residents to identify opportunities to assist those in need and build community. The Resource Coordinator (RC) will also engage with businesses, nonprofits, civic organizations and government agencies to obtain support for efforts to mitigate circumstances, reduce barriers and provide opportunities for resident's personal growth and economic wellbeing. Reports to executive director. Establish office hours at both sites and Flourish office.

Essential Duties and Responsibilities:

- Establish program objectives consistent with Flourish mission and goals
- Establish a relationship of trust with each resident (family)
- Assist residents' awareness and access to community resources such as emergency rental and utility assistance, medical treatment, educational opportunities and tax preparation
- Provide on site programming including financial literacy, employment soft skills, health and nutrition and conflict resolution
- Host community building events based on residents' needs and interests
- Develop and maintain a constructive relationship with site management team
- Hours include evenings and weekends.

Preferred Qualifications:

- Bachelor's degree from an accredited college or university
- Proficient in Microsoft Word, Excel, Teams and Google Docs, Canva and PowerPoint

Core Personal Attributes:

- Believe that lives can be transformed through faith in Jesus Christ
- Strong interpersonal skills. Ability to effectively communicate both verbally and in writing
- Ability to work collaboratively with diverse groups of people
- Self-directed. Ability to multitask, develop appropriate priorities and get things done
- Good Listener. Ability to maintain confidential information
- Creative thinker and problem solver