



Job Title: Community Liaison

Reports To: Director of Neighborhood Services

SUMMARY:

The *Community Liaison* position has been created to initiate, coordinate and implement a variety of activities offered by LINC Community Revitalization, Inc. Neighborhood Services, including the Believe 2 Become Initiative partially funded by GRPS, SAF, WK Kellogg Foundation, D&MDF, and other community partners. The focus of the Initiative is to provide support to four city neighborhoods to improve the educational outcomes for the children in those areas. The purpose of the Neighborhood Services Department is to revitalize our neighborhoods by engaging resident and organizations for social change. In this role, the *Community Liaison* is expected to conduct extensive community outreach, assist with the co-design and facilitation of community planning meetings, participate in peer-to-peer learning activities, and lead other neighborhood projects as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Community Organizing and Outreach

- Serve as the main community liaison for one (1) of the selected neighborhoods of the Believe 2 Become Initiative.
- Serve as the communications liaison between the selected neighborhood and LINC
- Conduct extensive community outreach in the selected neighborhood.
- Establish and maintain relationships with community-based and/or faith-based organizations, schools and businesses in the neighborhood.
- Establish and maintain positive relationships with grassroots leaders in the neighborhood.
- Make presentations to community groups to share information about the Believe 2 Become Initiative.
- Recruit residents to participate in the LINC's Leadership Academy and other LINC training and capacity building efforts.



Community Planning

- Develop and implement outreach activities to engage community members in the planning process.
- Participate in co-design process for community planning.
- Assist with the co-design and facilitation of community planning meetings.
- Handle all logistics for community planning meetings.
- Assist with keeping records and preparing reports of community planning meetings and activities.

Professional Development

- Participate in NCDI and LINC training program for staff, technical assistance providers and organizational leaders.
- Participate in monthly coaching sessions.
- Participate in peer exchange meetings designed to promote peer-to-peer learning.
- Serve as a resource and referral source for the community.

This position is an excellent opportunity for an individual who:

- Cares deeply about building capacity in communities of color to identify and address their needs.
- Is knowledgeable about community engagement and community building processes.
- Has experience working with diverse community groups.
- Understands how to build bridges across cultures in economically and ethnically diverse communities.
- Is skillful in facilitating meetings and promoting shared problem solving/decision making.
- Works well with others in a challenging environment.
- Is a motivated self-starter with a “can-do” attitude and commitment to high quality work and products.
- Is interested in helping to launch an exemplary neighborhood initiative like the Believe 2 Become Initiative.

QUALIFICATIONS

We are seeking candidates with at least 3 years of experience in the nonprofit community-based sector, particularly in community organizing/engagement and community planning. Specifically, we are searching for an individual who has:



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- Experience working with nonprofits as a program coordinator, community organizer or outreach specialist.
- Knowledge of community building principles and practices.
- An ability to manage multiple projects efficiently to achieve results.
- An ability to work with diverse population groups.
- An ability to listen and respond to diverse views.
- Excellent verbal and written communication skills. Bilingual (Spanish/English), bicultural capacity preferred.
- Excellent facilitation, analytical, problem-solving, and planning skills.
- Proficiency with MS Word, Power Point, Excel, Project; communications and database software.
- To perform this job successfully, an individual must be able to do each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE:

Grand Rapids Neighborhoods - Knowledge of Grand Rapids neighborhood structures and cultures is ideal.

English and Spanish Languages - Knowledge of the structure and content of the English language, including meaning and spelling of words, rules of composition, and grammar. Spanish also preferred.

Technology – Knowledge of computer hardware and software, including Microsoft Office applications (Word, Excel, PowerPoint, Project); Internet and email usage.

Sociology and Anthropology - Knowledge of group behavior and dynamics, societal trends and influences, ethnicity, cultures and their history and origins.

Active Listening – Able to give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupting at inappropriate times.

Speaking – Talking to others to convey information effectively.

Social Perceptiveness – Being aware of others' reactions/understanding why they react as they do.

Time/Meeting Management – Managing one's own time and the time of others.

WRITTEN SKILLS:

Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and



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articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

REASONING ABILITIES:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

INTERPERSONAL SKILLS:

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Provide Consultation and Advice to Others — Providing guidance and expert advice to management or other groups on technical, systems, or process-related topics.

Coordinating the Work and Activities of Others — Getting members of a group to work together to accomplish tasks.

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to talk, hear and walk; stand, use hands to finger, handle or feel; and sit, reach with hands and arms, climb or balance and stoop. Requires the ability to lift up to 25 pounds. Requires peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).

SALARY: \$35,000

Send Resume and cover letter to: human_resources@lincrev.org