



## ***Job Description***

**Job Title:** **Leadership Academy Coordinator**  
**Reports To:** Director of Neighborhood Services

### **Summary:**

The Leadership Academy *Coordinator* position has been created with a dual purpose – a) to initiate, coordinate, manage and implement a variety of capacity building & leadership development activities offered by LINC Neighborhood Services Department, including managing LINC’s Leadership Academy for Social Change (LAST), and b) to help identify, establish and oversee long-term capacity and community building strategies that support LINC’s neighborhood revitalization and engagement efforts in the communities we serve. The purpose of the Neighborhood Services Department is to revitalize our neighborhoods by engaging resident and organizations for social change. In this role, the Leadership Academy *Coordinator* is expected to conduct extensive research and policy analysis around community and capacity building systems and best practices, conduct ongoing community outreach, assist with the co-design and facilitation of trainings/workshops, and lead other neighborhood projects as assigned.

### **Essential duties & responsibilities:**

- Manage the Department’s capacity building curriculum and timeline for all leadership development aspects of LAST
- Responsible for producing LAST’s communicational and promotional materials
- Support Neighborhood Services’ community engagement and outreach strategies
- Establish and maintain positive relationships with grassroots leaders, businesses, residents, and local neighborhood organizations
- Research and identify successful community and capacity building opportunities to strengthen LAST’s curriculum
- Make presentations to community groups and organizations
- Recruit residents to participate in LINC’s Leadership Academy for Social Change and other LINC trainings and capacity building efforts
- Coordinates all logistical aspects of LAST’s leadership and capacity building trainings and workshops
- Conduct research and evaluation of best practices around capacity and community building
- Provide consultation and advice to others — providing guidance and expert advice to management or other groups on technical, systems, process-related or



neighborhood topics to develop trainings and workshops that fit the needs and/or trends of the community

- Prepare reports to document performance and advocacy based on success stories

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.
- 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 the success of Neighborhood Services initiatives.

### **Qualifications**

- Experience working with nonprofits.
- 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.
- Excellent analytical, problem-solving, and planning skills.
- Facility with computer software (MS Word, Excel, Power Point, Project), communications and database software.
- Excellent leadership skills.
- Excellent facilitation skills.

### **Education**

Master's Degree preferred. Minimum three-year experience in similar position. Bilingual Spanish/English preferred.

### **Compensation**

Submit salary requirements, references, resume and cover letter to [human\\_resources@lincrev.org](mailto:human_resources@lincrev.org).

No phone calls please.