McELDERRY PARK HOUSING COALITION ORGANIZER

Reports to: Southeast Community Development Corporation’s Director of Neighborhood Revitalization

Program: Neighborhood and Commercial Revitalization

Salary: $47,500, full time. This is a one-year position.

SUMMARY

Southeast Community Development Corporation (Southeast CDC), in partnership with the McElderry Park Community Association (MPCA), is hiring a full-time Organizer to support the creation of a Housing Coalition. The Coalition will review and analyze relevant housing data and neighborhood conditions to make informed decisions together regarding a housing strategy for the community. The Housing Coalition will be made up of community residents and other local experts recruited by the Organizer. The housing strategy will build on the Monument-McElderry-Fayette Area Plan developed in 2006 and guide the two organizations’ future efforts in supporting renters to become homeowners, redeveloping vacant properties into homeowner-occupied houses, and retaining existing homeowners.

JOB DUTIES

Responsibilities of the Organizer include:
- Undertaking and coordinating community outreach, including designated resident leaders;
- Recruiting residents to join the Housing Coalition;
- Determining with Southeast CDC and MPCA which stakeholder organizations will participate in the Housing Coalition and ensuring those organizations are represented in meetings;
- Developing a process for completing the housing strategy and guiding the process;
- Hosting meetings and ensuring members of the coalition complete tasks between the meetings;
- Organizing trainings for residents, including topics such as the real estate development process, finding and assess the housing data, code enforcement, rent escrow, tax sale and housing programs that benefit community residents; and
- Connecting residents to Southeast CDC’s housing counseling and rental counseling programs.

DESIRED QUALIFICATIONS

- Resident of McElderry Park.
- Comfort talking to people and leading small groups.
- Basic computer skills, including familiarity with Microsoft Office programs and Google Drive.
- Ability to self-manage a multi-step project.
- Ability to establish and maintain friendly working relationships with people from a variety of backgrounds.
- Ability to work some evening and weekend hours.
- Ability to stand or walk for a significant part of the workday.
- Ability to handle sensitive information with care and confidentiality.
EMPLOYMENT LOCATION
Southeast CDC is operating on a hybrid model with some remote and some on-site work at our Highlandtown-based office. This position will be expected to visit with residents and stakeholders in person in the McElderry Park neighborhood regularly and prepare printed documents at Southeast CDC’s offices. Some work tasks may be completed remotely.

EQUIPMENT REQUIRED
- Southeast CDC will supply a laptop for employee’s use. Employee will be expected to have access to high-speed internet (if they choose to work remotely); a hotspot can be provided, if needed.
- The Manager is expected to use their own cell phone; Southeast CDC will reimburse cell phone usage at $25/month.

COVID CONSIDERATIONS
- Employees are expected to wear KN95 or N95 masks while working indoors; Southeast CDC will provide suitable masks to all employees.
- Southeast CDC has a COVID policy that regulates quarantine/testing in the case of exposure, symptoms, or a positive test.
- All Southeast CDC employees and new hires are required to be vaccinated as a condition of employment. All vaccinated employees are required to show proof of vaccination to include the date(s) and type of vaccine. No explanations or other personal health information will be requested or reviewed. New hires must be vaccinated against Covid-19, and its variants, prior to the first day of work at Southeast CDC. If a candidate is unable or unwilling to become vaccinated, the offer of employment can be rescinded.

TO APPLY
Please send a cover letter and resume to molly@southeastcdc.org or drop off materials at the McElderry Park Community Association at 611 N. Milton. Your cover letter should briefly explain your relevant experience and interest in the position. Please put “Housing Organizer” as your email subject.

Applications are due by January 2, 2023 and we expect this position to start by February 6, 2023. Send any questions to molly@southeastcdc.org or call 410-342-3234 x 35.