



SOUTHEAST
community development corporation

COMMUNITY PROJECT COORDINATOR

Reports to: Manager of Neighborhood Programs

Program: Neighborhood and Commercial Revitalization

Salary and benefits: \$50,000-\$54,000 depending on experience; Southeast CDC has a comprehensive benefits package for full-time staff which includes medical, vision, dental, 401k administration, and short-term disability as well as a generous PTO policy.

Southeast Community Development Corporation (Southeast CDC) was founded in 1975 by the Southeast Community Organization (SECO) as part of a national movement to combat urban poverty and neighborhood decline. Today, our comprehensive set of programs and projects support the equitable revitalization of Southeast Baltimore neighborhoods. Throughout our 49-year history, we have developed deep ties in the community.

Our mission is to promote healthy, vibrant, and diverse communities in Southeast Baltimore through creative community development projects. We manage programs that expand homeownership, decrease vacancy, prevent eviction, support small business growth, and improve neighborhood quality of life in Southeast and East Baltimore.

SUMMARY

Southeast CDC is hiring a full-time Community Project Coordinator to support our neighborhood improvement projects in communities where we are implementing our affordable homeownership program. The Project Coordinator will support the design and implementation of public space improvement projects, including recruiting residents to participate in project design, seeking contractor bids, managing project budgets, and implementing the projects with resident leaders. The Project Coordinator will be involved with drafting funding applications to public and private funders to support project costs and writing reports to grantors. As with all of our staff, the Community Project Coordinator will help connect interested residents to Southeast CDC's housing counseling, Homebuyer Clubs, rental counseling, and eviction prevention programs, with the goal of supporting residents to remain in their communities so they can share in the success and improvement of their neighborhoods. The Project Coordinator will collaborate closely with the Manager of Neighborhood Programs and the Deputy Director.

JOB RESPONSIBILITIES

Responsibilities include:

- Organizing block-based social events to connect residents with each other and to Southeast CDC's affordable homebuying opportunities.
- Implementing block projects, such as string lights and tree well gardens.
- Coordinating community cleanups of blocks, alleys, pocket parks, community gardens, and rain gardens.
- Supporting community committees, such as the Friends of Library Square and Friends of Ellwood Park.



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- Coordinating residential home repair projects.
- Supporting school campus improvements, such as new playgrounds, signage, and gardens.
- Developing social media posts to share project highlights.
- Tracking project income and expenses; preparing requests for payment to funders.
- Developing grant proposals for public space projects.
- Supporting program data collection and the submission of grant reports.
- Other duties as assigned.

DESIRED QUALIFICATIONS

- Experience planning and implementing community improvement projects.
- Ability to establish and maintain friendly working relationships with people from a variety of backgrounds.
- Ability to write and speak fluently in English and Spanish.
- Ability to self-manage a multi-step project and excellent attention to detail.
- Willingness to perform outreach in a community setting, which includes door knocking, attending community meetings, or hosting community workshops in person.
- Ability to work some evening and weekend hours.
- Passion for working with the community.
- A driver's license and access to a car.

COVID CONSIDERATIONS

- 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 against Covid-19 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.

EMPLOYMENT LOCATION

Southeast CDC is operating on a hybrid model with some remote and some on-site work. This position will be expected to visit with residents in person regularly and prepare printed documents at Southeast CDC's offices in Highlandtown. Some work tasks may be completed remotely, upon supervisor approval.

EQUIPMENT REQUIRED

- Southeast CDC will supply a laptop for employee's use; employee will be expected to have access to high-speed internet at home if they are working remotely.
- The Manager is expected to use their own cell phone; Southeast CDC will reimburse cell phone usage at \$25/month.



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TO APPLY

Please send a cover letter and resume to andy@southeastcdc.org or drop off materials to Southeast CDC at 3323 Eastern Ave. Your cover letter should briefly explain your relevant experience and interest in the position. Please put “Community Project Coordinator” as your email subject.

Interviews will start in early April with an expected start date of May 6, 2024. Applicants are encouraged to submit their applications as early as possible. Send any questions to andy@southeastcdc.org or call 410-342-3234 x 32.