



Living Paradigm Community Development Corporation

## Neighborhood Coordinator

### Job Description

**The Neighborhood Coordinator position will work to progress the goals and mission of Living Paradigm's Rebuilding a Resilient Houston program.**

- Follows up with homeowners in need of Harvey Recovery and additional needs to strengthen the local network of homeowners.
- Completes and prioritizes the needs assessments for neighbors in Studewood/ Independence Heights.
- Connects neighbors to resources for Harvey Repair and long term Recovery needs, ie: food, clothing, legal relief.
- Coordinator develops community engagement through activities designed to outreach and connect neighborhood seniors recovering from Harvey.
- Coordinator leverages resources to meet neighbor needs addressing - housing and real estate, family income and wealth, economic development, education, health and lifestyles.
- Coordinator organizes both a local Harvey food relief hub through the Houston Food Bank and partners as well as; a Legal Aid Agency relief addressing documentation of homeownership and wills.

### **Responsibilities. The Neighborhood Coordinator position will:**

- Keep track of community events happening in the Studewood/ Independence Heights area.
- Assess, keep track of and follow up with neighbor needs through site visits and phone calls.
- Provide neighbors with resources and referrals to Disaster Recovery services through partner agencies.
- Create, Manage and Update the Neighborhood and Living Paradigm CDC service map.
- Attend at least one Neighborhood meeting serving the Studewood/ Independence Heights neighborhood monthly.
- Identify, organize and host neighborhood workshops addressing current neighborhood needs (ie: food drive, legal aid).
- Attend Enterprise online webinars, local and state recovery webinars and training sessions offered through United Way, Red Cross, etc.

### **Required Qualifications**

- 1-3 years experience working with Communities to build capacity for non-profits, member engagement, disaster relief or equivalent.
- Undergraduate degree or Technical Institute certificate. Focus areas in Systems Thinking, Community Based Development, Civil Rights Law, Non-Profit Development, Environmental Justice, Advocacy, Mechanical Systems, Construction or equivalent combination of education and experience.
- Efficient working knowledge of: Excel, Google Documents, IPAD.

### **Required Skills**

- Excellent written and oral communication skills. Ability to multi-task and organize data daily. Ability to handle sensitive information in a confidential manner.

### **Preferred Qualifications**

- Have personal and historic knowledge of the Studewood/ Independence Heights, Houston neighborhood and / or live/ go to church or know someone that lives in/ goes to school in or adjacent to the Studewood/ Independence Heights neighborhood.
- 1-3 years experience in construction, construction management and/ or building maintenance.
- Knowledge of building materials and specifications.

To receive the application link, email your resume to [april@livingparadigm.org](mailto:april@livingparadigm.org)