



TITLE: COMMUNITY SERVICES ORGANIZER

COMPANY PHILOSOPHY: HCCI is committed to the holistic revitalization of Harlem and is providing economic development and empowerment opportunities to help Harlem residents rebuild their community.

DUTIES AND RESPONSIBILITIES:

The Community Services Organizer is responsible for the coordination of activities to ensure a stable living environment for the residents of the Harlem community; help with developing, implementing and administering; coordinate special events with the organizations who work in collaboration with HCCI to provide services for residents of the Harlem community and other communities of Upper Manhattan.

- Develop community outreach and advocacy program services.
- Convene regular meetings with organizations in Harlem and other community organizations that are linked with Harlem.
- Develop organized strategies, provide technical assistance and ongoing support for resident, block and other civic associations.
- Implement community forum, social events, town hall and problem-solving meetings.
- Serve as liaison between the Harlem community residents, community organizations, political leaders and government agencies to resolve problems and improve the quality of life in the Harlem community.
- Conduct assessments and surveys related to special initiative projects.
- Attend regular meetings with organizations to promote and enhance communication, resolve problems, and give ongoing support, when necessary.
- Assist in creating and implementing special initiative projects and strategies to promote and preserve the viable exist affordable housing i.e., encourage residents to participate in regular and special association meeting.
- Development of the Resident Association's and other civic association's officer's leadership skills, by providing technical support and education.
- Assist in promoting and facilitating meetings and events.
- Personally, supervise and facilitate special events in community rooms and other locations in the general Harlem community.
- Assist in developing and promoting workshops to organize Harlem Neighborhood associations.
- Assist in the development and the application of internal policies for holistic services, housing development, preservation, and advocacy.
- Assist in solving problems and other issues to improve the quality of life in the Bradhurst area and other parts of the Harlem community.

QUALIFICATIONS:

- Associate degree or 45-50 credits leading to an undergraduate degree;
- Computer literate;
- Knowledge of resident rights and affordable housing issues;
- Good analytical, organizational, oral and written skills;
- Experience in community organizing and conflict resolution;
- Commitment to community empowerment.

SALARY:

- Negotiable, depending upon experience and qualifications.

To apply, e-mail your cover letter and send your resume as an attachment in the Microsoft Word or PDF format to hr@hcci.org.

HCCI is an Equal Opportunity Employer