

WILLINGBORO HANDS

PROJECT COORDINATOR

Community Heart & Soul® Background:

Community Heart & Soul believes the strength of a community lies in the hands and the hearts of the people who live there, and that the community's heart and soul is the common cause that they will rally around. This initiative aims to reconnect people with what they love most about their town and translates those personal and emotional connections into a blueprint for future community decisions. The Willingboro Community Development Corporation was selected to receive the Heart & Soul Grant as part of the Community Foundation of South Jersey "Transform South Jersey" project. Willingboro's goal in this initiative is to advance community reputation and pride by transforming Willingboro into a destination for collective learning and prosperity enabling citizens to live, work, play, and develop. The Willingboro HandS Steering Team is dedicated to the success of this project and is seeking to contract an hourly project coordinator to assist with the management of the project. Learn more about the Community Heart & Soul Initiative visit: <https://www.communityheartandsoul.org>.

Job Title:

Project Coordinator

Job Type:

Part-Time Hourly (Contract) Primarily remote work. Social distancing and the use of masks are mandatory for in-person work.

Pay:

\$24 Per Hour

Location:

Willingboro, NJ

Company:

Willingboro Community Development Corporation

Reports to:

The Project Coordinator will report to the Willingboro HandS Steering Committee Lead and Willingboro Community Development Corporation Board Representative

Job Overview:

The project coordinator must show commitment to the goals and approach of Community Heart & Soul and give an average time commitment of 10 hours per week. The Project Coordinator responsibilities will lie in three core areas:

- Project Management
- Volunteer Management
- Workshop Coordination and Facilitation

Project Management

- Alongside the Heart & Soul Team, utilize the Work Plan to map out the Team's work for each phase, while managing and revising the Work Plan throughout the phases
- Manage Willingboro HandS Fellows
- Alongside the Heart & Soul Team, integrate the Community Network Analysis into Heart & Soul work and decision-making throughout the phases, and make additions and revisions to the Community Network Analysis, as needed
- Work with the Communications sub-team and other partners to design, schedule, and advertise all Heart & Soul-related meetings and events
- Work with the Heart & Soul Team and its sub-teams to develop and manage strategies for achieving Heart & Soul Milestones and create opportunities to celebrate the Team's successes along the way
- Work with the Heart & Soul Team to complete the **Community Heart & Soul Town Progress Tracker** and any additional project documentation at the end of each phase
- Develop and maintain regular communication with the Heart & Soul Coach (*if applicable*), the Heart & Soul Team, and any other community partners and municipal contacts
- Manage project records including communications materials, strategic documents, meeting minutes, public meeting summaries, etc.
- Manage financial records and budget, grants, and any other additional contracts for the Heart & Soul process

Heart & Soul Volunteer Management

- Work with the Heart & Soul Team to recruit, onboard, and orient new volunteers for Heart & Soul work
- Work with all sub-teams to ensure coordination and alignment in tasks and activities
- Work with the Heart & Soul Coach and other team members to motivate and encourage volunteers who contribute to Heart & Soul activities
- Coordinate and organize the logistics for Heart & Soul Team meetings (space, food, task reminders to volunteers, agenda, meeting materials, etc.)

Workshop Coordination and Facilitation

- Liaise with Heart & Soul Coach to prepare workshop information and distribute materials to Heart & Soul Team members
- Work with Heart & Soul Coach to facilitate designated components of Heart & Soul phase workshops and Focused-In Training
- Ensure that all Heart & Soul meetings, training, and workshops are documented, and that documentation is widely shared throughout the community

Desired Qualifications:

- Willingboro resident
- Demonstrated experience in community planning, community development, or another related field
- Experience with public outreach and community organizing
- Experience with project design, management, and evaluation
- Experience working with and coordinating teams and committees
- Familiarity with innovative planning tools and processes, particularly as they relate to community engagement
- Skills in active listening
- Excellent oral and written communication skills and comfort speaking publicly
- Experience with bringing together a wide variety of groups and diverse constituencies to achieve common goals
- Strong organizational skills and ability to manage multiple tasks
- Experience with a variety of communication technologies, including online formats and social media
- Commitment to the goals and approach of Community Heart & Soul
- Willingness to travel and flexible work schedule
- Strong interpersonal and leadership skills

To Apply:

To apply please submit a resume and statement of intent to thewcdc@gmail.com Be sure to use the subject line "Willingboro HandS Project Coordinator Application"

Deadline: December 1, 2020