



Job Description: Program Coordinator

The Community Builders Network of Metro St. Louis (CBN) is looking for a **Program Coordinator** to further CBN's community building work by supporting the CBN team with program coordination, project management, and communication.

This is a 30-hour per week part-time position, with hourly wages ranging from \$15 to \$20 (depending upon qualifications and experience). Health and dental benefits are available.

Work schedule is flexible with some time commitment during standard business hours required.

Funding for this position is currently available for 18 months. The CBN team is exploring additional funding that could extend the Program Coordinator's tenure and/or expand their role with CBN after that period of time.

Who is the Community Builders Network (CBN)?

CBN is a coalition of over 70 community building organizations, including community-based nonprofits, lenders, private developers, philanthropic organizations, and government actors. We believe that strong, inclusive communities are the building blocks for a better St. Louis, and we exist to empower, connect, and celebrate the regional and neighborhood leaders that make these places possible.

Our mission is to gather community leaders of all backgrounds to build engaged and equitable neighborhoods. As a network, we envision a St. Louis region where all people live in safe, economically strong, and vibrant neighborhoods and all community based organizations are sustainable, supported, and valued.

Why is CBN hiring a Program Coordinator?

Our network and programs are growing, and so is our workload. CBN's current team of three needs an enthusiastic, self-starting team member to help manage some of the processes and details that are becoming difficult to juggle with new projects that are coming online.

What will the Program Coordinator oversee specifically?

One of the best things about working with CBN is that every day is different. In general, the Program Coordinator could expect to manage any or all of the following during a typical week:

- **Meeting coordination and notetaking:** CBN currently staffs three (3) internal committees and either facilitates or helps to support seven (7) coalitions of members, partners, and/or community stakeholders. Meeting coordination could include managing logistics and calendar invites, coordinating the creation and printing of materials, taking notes and typing up minutes, and organizing meeting recap and follow-up.
- **Research:** This could include background or policy-related research into best practices and/or ideas that support our programs.

- **Management of newsletter and social media content:** CBN's *Community Builders Exchange* e-newsletter has been in circulation since 2012 and now reaches over 1,000 subscribers via email (and many more through social media). Sourcing and managing content for the newsletter and our social media accounts would include reading and digesting newsletters delivered to CBN's general email inbox, reviewing news online for topical articles, keeping in touch with CBN member organizations to stay abreast of their updates, and keeping an eye on member promotional materials for relevant content.
- **Creation of program materials:** Periodically our team needs various materials drafted to support our programs, including letters, policy briefs, mailing materials, flyers, promotional emails, etc.
- **Records management:** This may include updating or cleaning email lists, filing and organization (electronic and physical), and helping the CBN team to streamline processes.
- **Having meetings with and telling stories about CBN members:** CBN's member organizations are the heart and soul of our work. As staff, we meet with members periodically to gather updates about what they're doing and have deeper conversations about how we could better support them. The Program Coordinator will be expected to talk with member organizations periodically and draft several [Community Development at Work stories](#) to help highlight their achievements and what they're currently excited about.

What should I bring to the table?

A few things are a must:

- **Passion for place-based community building** and the people and organizations who make it possible.
- **Passion for pursuing and promoting equity and inclusivity** in community development.
- **Comfort and experience working in many different types of communities** and communicating with people of varied backgrounds.
- **Demonstrated experience being engaged civically** (whether socially, as a neighborhood volunteer, through work, or on another level).
- **Demonstrated ability to work as part of a small team, as part of a larger group/committee, and independently**, and to take initiative as new projects come up.
- **Demonstrated ability to stay on schedule, set timelines, and meet deadlines.**
- **Demonstrated experience working in an office environment.**
- **Comfort using Microsoft Office products.**
- **Comfort with writing and/or storytelling.**
- **Willingness to work in a variety of settings and occasional hours outside the normal business day as needed** to meet needs of community partners.

A few other things would be great to have, but aren't necessarily required:

- **Experience using social media platforms**, including Twitter and Facebook.



- **Experience designing flyers and/or promoting events.**
- **In-depth knowledge of and/or passion for local communities** and their nuanced histories.
- **Proficiency in (a) language(s) other than English.**

Who will I report to?

The Program Coordinator will report to CBN's Executive Director.

Any physical requirements?

The Program Coordinator must be able to work at a computer for long periods as needed.

Where will I work?

The Program Coordinator's home base will be a coworking space at UMSL at Grand Center (3651 Olive Street), where CBN's team works alongside team members from and partners of UMSL's Community Innovation and Action Center (CIAC).

How can I apply?

Please send a resume and a short letter about why you're interested in the position and what you feel you'd bring to our team to CBN Executive Director Jenny Connelly-Bowen at jenny@communitybuildersstl.org by **Friday, January 25, 2019**. We're looking forward to hearing from you!

CBN is an equal opportunity employer and embraces applicants of all backgrounds, from all walks of life. We do not discriminate and will take action to prevent discrimination on the basis of race, color, creed, religion, gender identity or expression, national origin, age, military service eligibility, veteran status, sexual orientation, marital status, physical or mental disability, or any other protected class.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate your employment at any time, for any reason.

This job description does not list all of the duties of the job. You may be asked to perform additional duties. In addition, you will be expected to exercise your independent judgment in determining other tasks that need to be performed in order to increase the efficiency of the operations. You will be evaluated in part based upon your performance of the tasks listed in this job description and in part based upon the initiative you take in identifying and undertaking additional functions relevant to the operations of the business.