

NOTICE OF JOB OPENING

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GRANT POSITION

Posting Begins	September 15, 2022	Posting Ends	September 28, 2022
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Position Title	PROGRAM COORDINATOR (LIVABLE NEIGHBORHOODS COORDINATOR)
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Department	NRC	Division	Livable Neighborhoods
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	
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BRIEF JOB DESCRIPTION: The Unified Government of WYCO/KCK seeks a talented and collaborative professional to serve as Livable Neighborhoods Coordinator of the Neighborhood Resource Center. Livable Neighborhoods Coordinator serves as the point person to create partnerships between neighborhoods/community organizations and Unified Government. Duties include; Attend meetings (some evenings and weekends) with neighborhood leadership to plan and implement neighborhood improvement efforts. Act as contact for community members who have questions on City programs/services and as a contact between the City and the community by advising community members on City programs/policies/services. Identify common neighborhood issues and bring together Unified Government staff and community members to find a resolution. Provide coordination and assistance to city agencies and neighborhoods on initiatives, plans, events, request, and community engagement. Assist neighborhood organizations with their capacity-building needs, which include training and advocacy. Coordinate and facilitate monthly Livable Neighborhoods taskforce meetings. Provide Executive Director support to resident run 501(c)3 nonprofit. Coordinate and conduct a neighborhood awards luncheon on an annual basis. Assist in building coalitions and programs. Facilitate large community wide conversations around complex topics. Balance and maintain department budget, which includes payment of bills, deposits, and maintaining records. Provide monthly financial and program reports. Create and distribute annual report. Provide research for Livable Neighborhoods taskforce on best practices. Supervise office staff. Coordinate Neighborhood Business Revitalization organization (NBR) contracts, reports, and payments. Represent Livable Neighborhoods on committees, coalitions, and boards. Provide information and expertise regarding neighborhood organizing in Kansas City, Kansas to Unified Government staff, community members and other organizations. Perform other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's Degree in a related field and two years of related program experience or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must have the ability to work with multiple external partners in a diverse environment. Must have a Valid Driver's License.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$4,160.00-\$5,564.00/mo.	PI #	3419	Class. Code	1417
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

EOE

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