

UNIVERSITY DISTRICT COMMUNITY DEVELOPMENT ASSOCIATION

The UDCDA is a full service agency serving the community since 1976



995 Kensington Avenue



3242 Main Street

FULL TIME POSITION:

Community Development Coordinator

Housing & Community Development Department

Agency Description:

The University District Community Development Association (UDCDA) is a full service agency offering a wide array of youth, teen, and senior service programs to residents out of the Gloria J. Parks Community Center located at 3242 Main Street while also spearheading community and housing development projects throughout Buffalo's Northeast from its offices located at 995 Kensington Avenue. The agency works with residents, block clubs, community nonprofits, educational institutions, and local government to invest resources in the people and places that matter most to the community.

Job Description:

Community Development Coordinator

The Community Development Coordinator reports directly to the Director of Community Development & Planning of the UDCDA and works closely with the housing and community development departments to coordinate large-scale community development projects and multi-stakeholder neighborhood planning efforts. The Coordinator will assist in applying for and administering multi-year grants targeted towards commercial corridor revitalization, affordable housing, civic engagement, and community capacity building.

Responsibilities:

- Plan and coordinate large scale service projects and events
- Serve as point person for volunteers and interns interested in becoming more involved with organization's community development/housing projects and programs
- Assist Director in analyzing opportunities and challenges along commercial corridors and identifying key corridor demographics, retail conditions, market data, business environment, physical environment, etc.
- Work with Director and Community-Based Organizations to formulate actionable projects from the assessment results, including the creation of metrics to measure short, medium, and long-term success
- Provide administrative assistance in managing and monitoring multi-year grant agreements with public, private, and philanthropic partners
- Coordinate inter-agency working groups and committees assigned to specific geographies, topics, and/or projects.
- Cultivate community engagement and outreach strategies that better inform commercial corridor revitalization efforts, and that build strong and trusting relationships with local stakeholder groups

- Work with Director to proactively monitor, create, edit, and update the division's written and visual content on the website, social media channels, and printed collateral
- Other projects and tasks as assigned.

Preferred Skills:

- Prior experience in economic or community development, urban planning, public policy or equivalent;
- Experience with general capacity building initiatives at the non-profit and/or community level;
- Knowledge of local economic development practices, community organizing, and/or merchant organizing;
- Familiarity with non-profit management, non-profit law, and board of directors roles/responsibilities;
- Prior experience working with, or a demonstrated understanding of merchants associations, chambers of commerce, and/or local development corporations;
- Strong organizational and project management skills, with the ability to organize and drive projects to timely completion through coalition and consensus building;
- Demonstrated experience in program design, development, implementation and measurement;
- Enterprising and resourceful, with ability to look strategically at the big picture for insightful, creative solutions
- Excellent communication skills, with the ability to speak and write concisely, and comfort speaking before groups, including conducting/facilitating well organized meetings with community and interagency partners;
- Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint;
- Familiarity with Arc GIS as well as the Adobe Creative Suite (Photoshop, Illustrator, InDesign) is also recommended

Qualifications:

Candidates would ideally have a Bachelor's Degree in urban planning, urban design, public administration, environmental design, or a related field with at least one year professional or volunteer experience in one of those fields. Advanced degrees can be used in place of professional experience. Interest and/or experience in community development, economic development, or grant administration is preferred though not required. Candidates who are self-motivated, critical thinkers, and analytical-minded are strongly encouraged to apply.

Additional Details:

Expected hire date is March 15, 2018

Salary: 40 hours/week at \$15.00/hour (benefits after 90 days)

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: "Community Development Coordinator" to Roseann Scibilia - r.scibilia@udcda.org and Darren Cotton - d.cotton@udcda.org

NOTE: Only those candidates under consideration will be contacted.

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