

## **POSITION DESCRIPTION**

**TITLE:** Neighborhood Services Coordinator (NSC)  
**REPORTS TO:** Assistant Director  
Fairfax Renaissance Development Corporation (FRDC)

### **SUMMARY OF POSITION DESCRIPTION:**

Plan, organize, and manage volunteers, community service programs and events. Applicant must have the ability to establish and maintain effective working relationships with a variety of community organizations including public and private agencies, health, volunteer and social services organizations, area schools and universities, churches, and residents. Prepare clear and concise staff reports, demographic information and public information.

### **PRINCIPLE RESPONSIBILITIES:**

1. Work with neighborhood stakeholders to help identify and design programs for neighborhood services.
2. Manage special projects and initiatives as assigned including annual community events.
3. Coordinate fund raising and grant writing efforts and identify additional revenue sources for the organization to implement neighborhood programming.
4. Work with neighborhood public and private schools to design and coordinate youth programs.
5. Provide technical assistance to grassroots organizations regarding program design, funding options and implementation.
6. Prepare monthly reports and up to date demographic information for grant writing purposes.
7. Manage and coordinate youth and adult volunteers.
8. Editor of the monthly newsletter.
9. All other duties as assigned to meet the responsibilities of this position and to achieve the overall goals of FRDC's community development initiatives.

### **POSITION REQUIREMENTS:**

1. Master's Degree in nonprofit, social science, or urban planning preferred. B.A./B.S. required with a minimum of three (3) years' experience in a community setting.
2. Skilled in program planning and implementation in an urban community environment, including neighborhood revitalization activities and neighborhood services.
3. The successful applicant must possess exceptional interpersonal communication skills and demonstrate a high degree of professionalism.
4. Strong background in volunteer management, event planning, program coordination, grant writing.
5. Ability to work with diverse groups of stakeholders including neighborhood residents, community-based organization representatives, community leaders and public officials.
5. Understanding of contemporary urban neighborhoods issues and knowledge of public and private organizations working to address urban challenges.
6. Extensive experience with use of organizational technology, specifically personal computers and related software/hardware to support design and implementation of project management and organizational systems.
7. Strong interpersonal and writing skills, highly organized with attention to detail, and the demonstrated capacity to manage multiple projects to meet deadlines.