



## **Bilingual Neighborhood Program Coordinator**

**Aug. 31, 2017**

Interfaith Outreach & Community Partners' mission is to engage the heart and will of the community to respond to emergency needs and create opportunities for all to thrive. Interfaith Outreach is a human service nonprofit that ignites the power of community to provide urgent and strengthening services in eight Twin Cities western suburbs so families can live their best lives, children can succeed and the entire region can prosper and shine. Serving the west Hennepin County communities of Hamel, Long Lake, Medicine Lake, Medina, Minnetonka Beach, Orono, Plymouth and Wayzata since 1979. For more information, visit [www.iocp.org](http://www.iocp.org).

Interfaith Outreach is looking for highly qualified candidates for the **Neighborhood Program Coordinator** position (40 hours/week, benefit earning). The Neighborhood Program provides services on-site at affordable rental housing communities located in Plymouth and Medina. Program goals include family and housing stability, youth success and healthy community connections.

The Interfaith Outreach work environment is client centered, values driven, team orientated, fast paced, diverse and focused on learning and professional development. We have a strong internal culture of collaboration and team support and a deep commitment across staff to mission.

### **Core areas of responsibility include:**

- Support neighborhood community building among residents and the broader community
- Manage assigned programs including:
  - Homework Clubs
  - Summer Leaders
- Be available to help residents access community resources
- Promote positive resident/community involvement
- Provide opportunities for healthy connections among Neighborhood Program community residents and with members of the greater community
- Nurture ongoing collaborative work with key program partners related to the Neighborhood Program (property managers, Wayzata schools, faith communities, community-based organizations, etc.)
- Participate in team planning of volunteer recruitment, orientation and training
- Coordinate volunteer participation in program operations

### **Required qualifications include:**

- BA in related field, BSW preferred
- Bilingual in English and Somali
- Program development and management experience
- Experience working with groups of youth
- Experience working with low-income families
- Ability to network and develop community partnerships
- Excellent interpersonal, verbal and written communication skills
- Demonstrated experience working with populations of diverse age, income, race, national origin and disabilities
- Knowledge of community resources
- Ability to work effectively in teams

- Self-motivated and able to work well with limited supervision
- Knowledge of Microsoft Office software programs
- Must have access to reliable transportation
- Must be willing to travel between work sites

*Preferred qualifications:*

- MSW
- Social work license
- 5 years of direct service experience working with low-income families
- 5 years of program development and management experience
- Experience working with volunteers
- Community organizing experience
- Ability and willingness to transport program participants in the Neighborhood Program van

**Candidate Characteristics:**

To be successful as a staff person at Interfaith Outreach, the ideal candidate possesses the following characteristics and traits:

- A deep commitment and passion to Interfaith Outreach's mission and work
- A generator of new ideas and approaches while honoring the organization's rich history
- A versatile person who can work successfully in a broad array of organizational settings
- Demonstrated cultural competence with a focus on inclusion
- Highly skilled at communication and collaboration
- Strong advocate for people living in poverty and social justice work
- Creative with the ability to think out of the box
- Approachable and a good listener
- An authentic leader who serves as a role model to staff, student interns and fellow colleagues with a transparent approach; ability to earn esteem and confidence from the leadership team

We offer a competitive salary and comprehensive benefits package.

**Interested candidates should send a résumé and letter of interest to Katie Shepherd, Neighborhood Program Manager, [kshepherd@iocp.org](mailto:kshepherd@iocp.org), by Oct. 1, 2017. Applications are considered as they arrive.**

Interfaith Outreach is an Equal Opportunity Employer