



NeighborWorks® Northeastern Pennsylvania

West Scranton Neighborhood Coordinator

POSITION SUMMARY

This is a full-time position responsible for managing various projects and programs as part of the implementation of the West Scranton Neighborhood Plan (nwnepa.org/westscranton). This position reports to the Neighborhood Revitalization Manager.

PRIMARY RESPONSIBILITIES

Project and Program Management:

- Manages various community development projects and programs.
- Facilitates meetings and coordinates work of volunteer committees.
- Coordinates activities of the business association, including new member recruitment and enrollment, training, business façade improvements, and marketing support.
- Develops partnerships with local government, community organizations, private businesses, residents, and property owners to deliver program services.
- Identifies and develops new programs and projects to strengthen NeighborWorks' long-term revitalization work in West Scranton and achieve neighborhood plan goals.
- Provides formal and informal leadership development training and mentorship to resident leaders.
- Researches funding opportunities and prepares high-quality grant applications, reports, and related correspondence to support program activities.

Community Outreach and Engagement:

- Consistently and effectively communicates with stakeholders, including residents, business owners, and city staff.
- Oversees various marketing activities, including social media, print media, and online and traditional advertising.
- Plans and coordinates community events.
- Cultivates relationships with community partners and prospective funders, in partnership with the Neighborhood Revitalization Manager.
- Recruits and encourages volunteers to assist with projects and activities.

Other Duties:

- Supervises full-year and summer AmeriCorps VISTA members, as needed.
- Assists the Neighborhood Revitalization Manager with data collection, reporting, and other administrative requirements of the Elm Street program.
- Provides additional support for neighborhood revitalization projects and programs in other communities as needed.
- Performs other duties as assigned.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

- Bachelor's degree or equivalent experience in business, public administration, social work, or a related field
- Excellent written and oral communication skills
- Interpersonal skills necessary to work effectively with other staff, volunteers, residents, business owners, and government officials
- Organization and ability to manage many projects at the same time
- Ability to work independently
- Proficiency at Microsoft Office programs
- Experience working with small businesses through an SBDC, chamber of commerce, or similar economic development organization (preferred)
- Familiarity with the West Scranton neighborhood (preferred)

TO APPLY

Email a cover letter and resume to Jenna Peterson at jpeterson@wnepa.org by March 31, 2022.