



12200 Tech Road, Suite 250, Silver Spring, MD 20904 * Phone: 301-622-2400 * Fax: 301-622-2800

Montgomery Housing Partnership (MHP) is seeking a **COMMUNITY OUTREACH COORDINATOR** to support MHP's Neighborhoods initiatives.

Who we are: Montgomery Housing Partnership, Inc. (MHP) is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality apartment homes to meet Montgomery County's growing need for affordable housing. MHP's community-based projects and programs includes providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in troubled communities impacted by foreclosures and economic downturn.

Summary Job Description: The Community Outreach Coordinator works primarily in the field and community, through direct, person to person, resident and property owner outreach and contact within MHP properties, general target area neighborhood properties, and within the context of MHP's Neighborhoods Initiatives. Given these activities, it is expected that portions of the work will require evening and/or weekend hours.

Primary Responsibilities:

- Facilitates, plans and implements community wide-meetings and community building events.
- Lead efforts, with management from MHP and other project partners, to engage residents and tenants in understanding tenant rights and responsibilities, to include implementing a consistent and rational process at community outreach.
- Cultivate relationships and partnerships necessary to conduct effective and credible outreach to tenants and residents in MHP communities, including identifying and cultivating residents for building dream outreach efforts.
- Lead efforts among MHP and partners in developing a broad based collaborative to mobilize around critical neighborhood and County-wide issues, including advocating for policy change around preservation of affordable housing through building relationships with MHP residents and stakeholders.
- Assist in compiling, summarizing, and analyzing data, as well as in designing process or tools by which to collect the information such as surveys, focus groups, etc.
- Oversees green club programming at selected sites, and serve as a backup instructor as needed.
- Serve as the department representative, and lead member of the Glenville Road Interdisciplinary Team (GRIT), leading community outreach activities as outlined annually.
- Assist the GRIT team in collection of pertinent information (person to person surveys, field observation data, etc.) as well as dissemination of information (flyers, education materials, literature, etc.) as needed.
- Clearly communicate MHP's mission with stakeholders, residents, and volunteers, ensuring all are working toward the same goals.

Additional Duties that may be assigned:

- Translate materials and providing other services outlined above from English to Spanish as needed or directed.
- Supports projects as assigned to support departmental grants and contracts, including community meetings and events.
- Assist the Asset Management Group with tenant relations.

Qualifications:

- Bachelor's degree minimum with 3-5 years related experience in urban planning, community organizing or outreach, and volunteer management.
- Appreciation and ability for working with a diverse variety of individuals.
- Intermediate proficiency with MS Office software, including word, Excel, PowerPoint and Outlook

- Proven ability to manage multiple projects and priorities.
- Excellent interpersonal, written, and oral communication skills.
- Fluency in Spanish is highly desirable.

Compensation: Salary will be based on applicable experience.

Application Process: To apply, please submit your cover letter and resume, with salary requirements, to: sjohnson@raffa.com. Please include the job title “Community Outreach Coordinator” in the subject line of your email.