



12200 Tech Road, Suite 250, Silver Spring, Maryland 20904-1983 Phone: 301-622-2400 Fax: 301-622-2800 www.MHPartners.org

Neighborhood Coordinator

Montgomery Housing Partnership (MHP) is seeking a qualified candidate to serve as a **NEIGHBORHOOD COORDINATOR**. This position is a 30-hour a week position, working within our Neighborhood Development Department. We anticipate this position beginning mid-September, 2016.

Who we are: Montgomery Housing Partnership, Inc. (MHP) is a leading nonprofit organization in Montgomery County, MD whose mission it is to house people, empower residents, and strengthen neighborhoods. MHP currently owns and operates over 1,700 units of affordable housing throughout the County. MHP's neighborhood based activities and projects help to develop and improve the physical and social fabric of targeted neighborhoods, analyze neighborhood conditions, demographics and housing markets, improve social and safety conditions, provide technical assistance to neighborhood homeowners, renters and small business owners, conduct outreach and community organizing, and identify public and private resources to help with the above.

Summary Job Description: The Neighborhood Coordinator primarily supports MHP's Neighborhoods division. This position works part-time in the field and community, through direct person to person, resident outreach in target area neighborhoods. The Neighborhood Coordinator also supports MHP's research initiatives.

Primary responsibilities include:

- Facilitates, plans, and implements community wide-meetings and community building events.
- Cultivates relationships and partnerships necessary to conduct effective outreach in targeted neighborhoods.
- Supports neighborhoods in planning and visioning for the future.
- Manages MHP's indicator database, including collecting data, and analysis.
- Creates maps reflecting various indicators and data points to support MHP initiatives.
- Supports the development and implementation of community beautification projects.
- Assists 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.; including overseeing such processes/surveys.
- Assists MHP and partners in developing a broad based collaborative to advocate for policy change around preservation of affordable housing, and other issues critical to MHP residents.
- Conduct policy research and issues analysis, including making recommendations on opportunities to MHP.
- Supports projects as assigned to meet obligations of departmental grants and contracts, including community meetings and events.
- Other tasks, as assigned.

Occasional evening and weekend work may be requested.

Qualifications: Bachelor's degree with a minimum of three (3) years of related experience in urban planning and community organizing or outreach. Fluency in Spanish is highly desirable. Intermediate proficiency with MS Office software, including Word, Excel, PowerPoint, and Outlook. Additional experience with ArcGIS and Adobe Creative Suite preferred. Proven ability to manage multiple projects and priorities; excellent interpersonal, written and oral communication skills; and appreciation and ability working with a diverse group of individuals is required.

Compensation: Salary will be based on applicable experience.

Application Process: To apply, please submit a cover letter and resume, with salary requirements, to: sganister@mhpartners.org with the subject line "Neighborhoods Coordinator" in the subject line of your email.