

DOWNE TOWNSHIP COMMUNITY HEART & SOUL

PROJECT COORDINATOR JOB ANNOUNCEMENT

Downe Township Community Heart & Soul® (CHS) Background: Community Heart & Soul believes the strength of a community is in the hands and hearts of its people, and that the community's heart and soul is the common cause that they will rally around. This is an initiative to reconnect people with what they love most about Downe Township and engage them in an action plan for community improvements. Downe Township CHS's goal is to get the villages of Downe Township working together to build a sustainable community in which to live, work and play. The Downe Heart & Soul Team is seeking to hire a Project Coordinator to assist. More about the Community Heart & Soul Initiative: <https://www.transformsouthjersey.org>

Job Title: Project Coordinator

Job Type: Part-Time Hourly (Employee/Contract) Partially remote work. Roughly 15 hrs/week at \$25/hour

Location: Downe Township, NJ; using the Downe Township OEM Building in Newport as 'home base'.

Reports to: Downe Township CHS Team and The Authority (formerly known as CCIA) will sign the checks

Job Overview: The Project Coordinator must show commitment to the goals and approach of Community Heart & Soul. Responsibilities will lie in three core areas: Project Coordination, Volunteer Management, H&S Workshop Coordination

Project Coordination

- Alongside the Heart & Soul Team, utilize the Work Plan to map out the Team's work for each phase, while coordinating and revising the Work Plan throughout the phases, wholly integrating the Community Network Analysis
- Work with the Heart & Soul Team and its sub-teams to develop and coordinate strategies for achieving Heart & Soul Milestones and create opportunities to celebrate the Team's successes along the way
- Develop and maintain regular communication with the Heart & Soul Coach, the Heart & Soul Team, and any other community partners and municipal contacts
- Manage project records including communications materials, strategic documents, financial record keeping, meeting minutes, public meeting summaries, etc.

Heart & Soul Volunteer Management

- Work with the Heart & Soul Team to recruit, onboard, and orient new volunteers for Heart & Soul work
- Communicate with all sub-teams to ensure coordination and alignment in tasks and activities
- Work with the Heart & Soul Coach and other team members to motivate and encourage volunteers who contribute to Heart & Soul activities
- Coordinate and organize the logistics for Heart & Soul Team meetings (space, food, task reminders to volunteers, agenda, meeting materials, etc.)

H&S Workshop Coordination and Facilitation

- Prepare information, distribute materials, and execute workshops for H&S Team with guidance from H&S Coach
- Ensure that all Heart & Soul meetings, training, and workshops are documented, and that documentation is widely shared throughout the community

Desired Qualifications:

- Downe Township resident with at least a high school diploma or equivalent
- Experience with public outreach and community organizing
- Experience with project planning, coordination, and tracking, especially spreadsheets
- Experience working with and coordinating teams and committees
- Skills in active listening
- Excellent oral and written communication skills and comfort speaking publicly
- Experience with bringing together a wide variety of groups and diverse constituencies to achieve common goals
- Strong organizational skills and ability to manage multiple tasks
- Experience with a variety of communication and collaboration technologies, including online formats and social media
- Commitment to the goals and approach of Community Heart & Soul
- Must have valid driver's license, a vehicle and be willing to have a flexible work schedule
- Strong interpersonal and leadership skills

Apply by 4/15/21: Submit resume & letter of interest to downtwpclerk@comcast.net Subject "Project Coordinator App"