Job Position: Community Engagement Associate
Entity: The Enterprise Center Community Development Corporation

Dept/Team: Community
Location: Main Offices
Reports to: Director
Position Type: Full-time

Job Description

The Enterprise Center CDC brings The Enterprise Center’s economic development mission to the neighborhood level in West Philadelphia through community engagement and neighborhood revitalization. The Community Engagement Associate will be the point person for our community outreach efforts and the Neighborhood Advisory Committee (NAC) program, funded by the City of Philadelphia’s Division of Housing and Community Development (DHCD). Through the NAC program, we connect residents to resources and services, coordinate and lead community meetings and workshops, and give residents a voice in community issues. Our NAC service area includes parts of the West Philadelphia neighborhoods of Walnut Hill, Spruce Hill, Garden Court, Dunlap, Cobbs Creek, and Cedar Park. We are looking for a Community Engagement Associate who can help community members connect to resources, is comfortable with community outreach, can plan and manage community meetings, and has experience with tracking and reporting on program activities.

Role and Responsibilities

- Lead community outreach and share information around resources and services, including City housing and home repair programs, job training and job opportunities, and community meetings and events.
- Conduct foreclosure prevention outreach to homeowners at risk of losing their homes to mortgage and/or tax foreclosure.
- Connect residents to appropriate resources and services and make referrals to city programs and/or nonprofit service providers.
- Help maintain an up-to-date resource center and database of resources for residents.
- Track services provided to residents and meetings attended with partner organizations, and report to DHCD on contract obligations.
- Conduct community outreach in support of our other community development priorities, including but not limited to the implementation of the Walnut Hill Neighborhood Plan and the ongoing revitalization of the 52nd Street commercial corridor.
- Think strategically about ways to engage community members and partners in our important community development activities.
- Represent us at meetings and events held by partners and other community organizations.
- Work with community members on the Neighborhood Advisory Subcommittee (NAS) and other civic leaders in the service area.
- Help with planning, setting up, and coordinating service area briefings, community meetings, workshops, and other events.
- Assist in the preparation and distribution of community newsletters.
- Refer community members and neighborhood businesses to our business development and business financing services, as appropriate.
- Assist with other organizational tasks and functions as assigned.

Qualifications and Expectations

- High school diploma or GED equivalent at minimum; additional training or education preferred
- Ability to work independently, with teammates, and with community partners
- Strong verbal and written communication skills
- Experience doing on-the-ground community outreach
- Experience working with people of diverse backgrounds
- Can move between office and in the community on a daily basis
- Can use computer programs like Microsoft Office Word and Excel
- Familiar with Philadelphia's government and nonprofit sectors
- Familiar with West Philadelphia community-based organizations and West Philadelphia neighborhoods
- Must be able to attend evening and early morning community meetings

To Apply
Send a brief cover letter, with salary range expectations, and a resume to Jesse Blitzstein at jblitzstein@theenterprisecenter.com with "Community Engagement Associate" in email subject line.
No phone calls, please.