

Wheaton Neighborhood Network Organizer

About IMPACT Silver Spring:

IMPACT Silver Spring was created in 1999 to support the Silver Spring community as it faced the challenges and opportunities presented by extreme demographic and economic change. We bring diverse people together to create a successful community for everyone. We engage new voices, develop leaders and spark collaboration to bring about positive change. Our mission is to create the capacity needed to build and sustain a thriving, multicultural Silver Spring.

About the Neighborhood Opportunity Network:

When the economic crisis hit in the fall of 2008, IMPACT began a partnership with the Montgomery County Department of Health and Human Services (DHHS) to design a unique collaboration with residents, government leaders, and 3 anchor nonprofit organizations. In the neighborhoods of Long Branch, Wheaton, and Gaithersburg, the Neighborhood Opportunity Network's goals are to: (1) Ensure that diverse residents have access to the services they need; (2) Help neighbors emerge from isolation through new networks of support; and (3) Reveal a path toward long-term economic recovery and civic empowerment.

About the Position:

The Neighborhood Network Organizer for Wheaton will work closely with the Wheaton Network Team and residents, and will report to the Wheaton Network Manager.

The ideal candidate will have a strong affinity for IMPACT's work, and a genuine interest in creating a welcoming, inclusive environment particularly among a group of people of diverse backgrounds and native languages. He/she will also have the ability to manage multiple priorities, and work comfortably in a very collaborative environment. This position requires frequent driving so having a regular access to a car is a plus.

Duties and responsibilities:

Community Engagement (65%)

- Coordinate quarterly door knocking events to reach out to residents in the community and connect them to resources provided through the Neighborhood Opportunity Network
- Recruit, train and coordinate 25-50 volunteers for the door-knocking corps
- Provide organizational support for emerging action teams in the community.
- Organize quarterly Neighbors Exchange events and weekly Network gatherings
- Work closely with Catholic Charities (anchor nonprofit in Wheaton), and DHHS staff to ensure that residents' needs are addressed at the neighborhood service centers.
- Manage all logistical aspects of community events and activities (outreach to residents, ordering food and supplies, arranging for child care and translators, etc)

Administrative & Communications (35%)

- Regularly update the database with information on network members and network activities
- Provide general administrative, communications and project coordination support to network manager, resident leadership team and other IMPACT Silver Spring Staff
- Prepare and manage program materials and archival information including: flyers, reminder notices, agendas, notes of sessions, follow up materials, miscellaneous correspondence, etc.
- Support efforts to document the trajectory of the network in Wheaton through formal evaluations and data tracking, as well as story gathering.
- Computer experience with Microsoft office (word, excel, publisher, power point), and Social media tools (Facebook, Blogging, etc)

Qualifications:

- Strong verbal and written communication skills (English) for phones, personal interaction, and written communication;
- Strong verbal and written communications skills (Spanish) for phones, personal interaction, and written communication;
- Team player with excellent organizational and interpersonal skills
- Ability to initiate, create and maintain relationships with residents, resource partners and other network members.
- Organized, detail-oriented and a self-starter for designated responsibilities, including events and meeting planning and coordination
- Flexible schedule for evening and weekend events
- Able to lift up to 30 pounds for loading and unloading materials.

Salary and Benefits:

Salary in the Mid \$20's. IMPACT offers health/dental/vision insurance, paid holidays, annual leave, sick leave and personal days plus a collegial, supportive working environment.

Interested candidates should send their cover letter with resume electronically to noelle@impactsilverpring.org. Deadline for application submission is July 31, 2011. No phone inquiries please.