



Community Liaison

The Community Liaison is a member of LINC's neighborhood engagement team and is called to serve as a LINC "ambassador" to the community and to implement community planning processes and neighborhood engagement strategies to ensure that the voice of the community is heard and their potential maximized to create real and long-term impact. The Community Liaison is particularly charged with building strong neighborhood connections with stakeholders, identifying and helping develop emerging leaders, and implementing sustained neighborhood engagement and outreach efforts for successful community planning implementation. The Liaison will then responsible for direct and authentic community engagement/outreach, providing program support and recruitment for LINC's programs and partners, and connecting residents to leadership development opportunities.

Responsibilities

Community Organizing and Outreach

- Serve as the communications liaison between the selected neighborhood and LINC.
- Conduct extensive community outreach in the selected neighborhood, including a strong presence at community events and meetings where there is opportunity for outreach.
- Establish, maintain and deepen relationships with community-based and/or faith based organizations, schools and businesses in the neighborhood.
- Establish and maintain positive relationships with grassroots leaders in the neighborhood, significantly increasing pipeline of neighborhood leaders.
- Make presentations to community groups to share information about LINC programs and services.
- Recruit residents to participate in the LINC's Leadership Academy and other LINC training and capacity building efforts.



Community Planning

- Develop and implement outreach activities to engage community members in the planning process.
- Participate in co-design process for community planning.
- Assist with the co-design and facilitation of community planning meetings.
- Cast vision for community meetings and create basics for logistics for community planning meetings.
- Assist with keeping records and preparing reports of community planning meetings and activities.
- Follow up on all inquiries and next steps identified in community planning process.
- As a result of their engagement efforts, increases participation and engagement of target populations in community planning meetings.
- Help collect and track data on key community issues.
- Recruit and train volunteers.

Primary Objective: The Liaison will then responsible for direct and authentic community engagement/outreach, providing program support and recruitment for LINC's programs and partners, and connecting residents to leadership development opportunities.

The Community Liaison also helps initiate, coordinate and implement a variety of activities and neighborhood projects offered by LINC Neighborhood Services, including co-design and facilitation of community planning meetings, participate in peer-to-peer learning activities, and lead other neighborhood projects as assigned. Much of the responsibilities includes implementing and delivering LINC's efforts for its Environmental Justice Initiative. Some responsibilities include:

- Establishing robust relationships and connectivity with other organizations in Michigan that are active on environmental justice issues.
- Elevate the "environmental literacy" of residents, community leaders, and elected officials.
- Expand the number of residents who understand environmental issues and are energized and confident to talk with decision-makers and build up neighborhood-level responses to environmental issues.



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community revitalization inc.

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of community building principles and practices.
- An ability to manage multiple projects efficiently to achieve results.
- An ability to listen and respond to diverse views.
- Demonstrated cultural competence, preferably bilingual English/Spanish.

Skills

The incumbent must demonstrate the following skills:

- Excellent leadership skills
- Proven project management skills
- Team building skills
- Excellent facilitation, analytical, problem-solving, and planning skills
- High-energy, positive team player
- Self-motivated, collaborative problem solver
- Comfortable and adept at building relationships in diverse communities
- Highly organized with deliberate focus and careful attention to detail
- Knowledge of community building principles and practices
- An ability to manage multiple projects efficiently to achieve results
- Excellent analytical, problem-solving and planning skills
- Has experience working with diverse community groups
- Works well with others in a challenging environment
- Excellent skills in public relations
- Demonstrated ability to meeting multiple deadlines



Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Community Liaison. The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

The Community Liaison would normally attain the required knowledge, skills and attitudes through completion of a Diploma or Bachelor's Degree in Public Administration. Knowledge, and interest in or about the components of the Environmental Justice Movement, inequities in environmental policy as they pertain to communities of color and low-income neighborhoods preferred.

Nonprofit Management, and/or Business Administration combined with three-year administrative experience.

Working Conditions Physical Demands

The Community Liaison will have to spend hours sitting and using office equipment and computers as well as standing to present during meeting and outreach events, which can cause muscle strain. The Community Liaison may also have to do some moderate lifting of supplies and materials from time to time.

Environmental Conditions

The Community Liaison may have to manage a number of projects at one time, and may be interrupted frequently. The Community Liaison may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands



Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The municipal office may be noisy and busy making it difficult for the Community Liaison to concentrate.

Mental Demands

The Community Liaison will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

Summary LINC community revitalization, inc. offers a dynamic, unique and highly diverse work environment that serves an equally diverse clientele. LINC revitalizes communities by focusing on “people” and “places” and by connecting communities to “opportunity.” This is accomplished by aligning the work of business and economic development, housing, asset and wealth creation, and authentic neighborhood engagement (LINC’s four pillars) into place-based strategies that seek to create lasting community impact. A \$10 million dollar nonprofit neighborhood revitalization, LINC is headquartered in Grand Rapids and provides services to Kent County.

Please submit cover letter and resume to: lakiya@lincrev.org. No phone calls please.

LINC is an Equal Opportunity Employer.