



JOB DESCRIPTION

Community Building Manager – Promise Neighborhood

GRANT FUNDED

(Exempt)

Reports To: Assistant Director - Community Building

Salary Range: Level 43
\$71,705 -- \$91,423 -- \$111,142

Job Summary:

This position is responsible for relationship development while managing the governing and community-building processes in Broward County's Federal Promise Neighborhood (PN) grant. Governing Processes include but are not limited to sharing program and community data, building relationships with service/system partners, and facilitating conversations with community members. Community building processes include but are not limited Asset Based Community Development (ABCD) and other community building and or participatory practices. This position's responsibilities include, but not limited to, facilitating governing conversations, implementing participatory opportunities, facilitating principles and practices of community building, and collaboratively working with community connectors. This position will work collaboratively with CSC staff, community members, as well as all relevant external organizations and agencies.

Major Duties and Responsibilities:

Manage the co-design and support of all aspects of PN governance and community building processes including PN Governance processes, Asset Based Community Development (ABCD), and other Participatory approaches & projects. Cultivate collaborative relationships with ABCD community connectors, provider staff, program participants, community stakeholders, and community members (specifically, residents and youth living in under resourced neighborhoods and/or people with lived experience in human service systems) to support meaningful change efforts.

Convene and facilitate various levels of CSC staff, community members, system professionals, and other stakeholders on participatory community building (such as ABCD) projects with a community building framework.

Manage the process related to co-leading and co-developing data use processes for the integrated data system functions, with an emphasis on engaging people whose information populates the data system as co-creators and co-governors of data use.

Provide technical assistance and training to providers to improve quality of service delivery. Visit and monitor community and institutional facilities and programs to determine that the process of community building and service delivery is in compliance with the contract and promotes quality improvement.

Develop reports or databases to track information and performance as well as utilize available databases (SAMIS, Laserfiche, etc.) to provide information and analysis as needed. Prepare written reports presenting findings and results of analyzed data both visually and in narrative form for internal and external stakeholders.

Perform grant development and writing as needed.

Document tracked time of responsibilities and other requirements as required by the grant.

Collaborate with cross-departmental work teams to design, plan, and implement evaluation and research studies and/or grant opportunities.

Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.

Conduct oneself in the best interest of the County's constituents and in support of the CSC's mission statement.

Perform other related duties as assigned.

Experience, Knowledge, Skills and Abilities:

Bachelor's degree in Social Sciences, Education, Business, Public Administration, or related field AND five (5) years or more relevant experience working directly with community members (residents living in under-resourced neighborhoods and/or people with lived experience in human service systems) in social services, contract management, evaluation and research, data collection and/or education, OR an Associate's degree and (7) years or more relevant experience working directly with community members (residents living in under-resourced neighborhoods and/or people with lived experience in human service systems) in social services, contract management, evaluation and research, data collection and/or education.

Demonstrated understanding of the value of working directly with the community (residents living in underresourced neighborhoods and/or people with lived experience in human service systems) to improve the capacity of social services organizations to work collaboratively and as co-equals with community members.

Willingness to work evenings and weekends as needed.

Ability to communicate effectively, both orally and in writing.

Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

Physical Demands & Working Conditions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel.

New: 10/24