

## COMMUNITY SPECIALIST

Are you a self-starter who enjoys working with people? Do you love cultivating relationships? Are you energized by the idea of serving your community and working to end inequality and disrupt systems of poverty? Do you love being a resource and making community connections? Do you love encouraging others to be the best version of themselves? If you answered yes to any of these questions, being a Community Specialist at Springboard to Opportunities is for you!!

### **What Is Springboard To Opportunities?**

Springboard To Opportunities is a rapidly growing 501©3 organization that connects families living in affordable housing with resources and programs to help with advancement in school, work, and life.

### **What Does It Take To Be A Community Specialist?**

- Bachelor's degree or equivalent experience
- Knowledge/Experience in community organizing
- Excellent oral communication skills
- Excellent, writing, editing, and analytical skills
- Demonstrated experience working with individuals/organizations from diverse cultural, social, and ethnic backgrounds
- Ability to create and manage programs and budgets

## What You Will Accomplish as A Community Specialist

- Develop supportive professional relationships with residents to help enhance their quality of life
- Encourage residents to take steps to achieve their self-defined goals
- Facilitate meetings and social activities as desired by residents **following COVID-19 recommendations and protocols, some activities will be conducted virtually, though you will be working from a designated office.**
- Conduct outreach for community programs, such as partners, participants, and volunteers
- Partner with local community service programs to provide services to the needs and characteristics of residents
- Develop and implement community programming **following COVID-19 recommendations and protocols, some activities will be conducted virtually, though you will be working from a designated office.**
- Track data for program reporting
- Work with leadership team on grant applications
- Collaborate with Property Management to resolve any day-to-day challenges and/or unanticipated events

### **What You Will Love About Springboard To Opportunities**

- Work/Life Balance – Promotes employee self-care
- Rest and Relaxation – You get 9 paid holidays and 192 hours of paid time off, a total of 33 days off annually
- Health Benefits – Medical, dental, vision, long/short term disability
- Prepare for the Future – Company contribution to retirement plan

**Cover letter, resume, and references should be emailed to**

**[freshperspectiveconsulting@gmail.com](mailto:freshperspectiveconsulting@gmail.com)**

Springboard is an equal opportunity employer that does not discriminate on the basis of race, color, relation, national origin, citizenship, sex, sexual orientation, disability or veteran status.