

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: **Community Connector**

Supervisor: Director of Homeownership Services

Classification: Contracted

Proposed Approval Date: April, 2012

Date of Last Update: January 2023

Overview:

The Southwest Minnesota Housing Partnership, a premiere non-profit community development organization, is accepting applications for a Community Connector. A Community Connector is responsible for creating and implementing a plan to increase homeownership rates among the rapidly diversifying population in Southern Minnesota. In conducting community outreach, the position will identify local needs and coordinate with the organization on potential strategies to meet local needs through program delivery. Additional work requirements will also include event coordination, public speaking, facilitation, direct assistance to diverse households and data tracking.

To be amazing as a Community Connector, you should be a relationship builder with strong listening and speaking skills. The Community Connector will be positive, a change maker and facilitator.

Individuals hired will be an independent contractor and not employees of the Southwest Minnesota Housing Partnership. Hired individuals will receive tax form 1099 that details their compensation in the calendar year of 2023 for their taxes. It is the responsibility of the Community Connector to file and pay their own wage taxes as required by law.

Knowledge, Skills and Abilities:

- Demonstrated experience in making a difference in the community through community organizing, community service, outreach or other local involvement.
- Competency in other language(s) strongly *preferred*.
- Extensive organizational skills and ability to handle multiple tasks.
- Strong listening skills and the ability to ask questions
- Willing to work some nights and weekends.
- Ability to work independently, is motivated and a self-starter.
- Disciplined and independent

- Moderate to Strong Computer Experience: Microsoft Office (Word, Excel, Access, Power Point).
- Ability to solve problems, identify new solutions and adapt to changing priorities.
- Ability to work with the public, articulate ideas and work with differing cultural and economic backgrounds.
- Arrives on time and follows through on commitments

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Outreach: Invite community participation and assists with the facilitation of action team meetings, trainings and events. Create and coordinate a comprehensive marketing/outreach plan for recruiting customers from diverse communities and developing partners for the Homeownership programs. Work with the Homeownership Department staff to ensure that effective marketing tools are being developed regularly and utilized consistently to draw attention to homeownership programs and attract those least likely to utilize programs. Implement inclusive outreach strategies and support participants in meetings and trainings.

Education and Counseling: Assist with marketing, coordination, and delivery of classes in a quality manner with the goal of reaching a large, cross sectional population. Classes will include, but are not limited to, homebuyer education, financial literacy, post purchase education and maintenance courses. Assess and fill gaps for culturally specific homebuyer education and support. Refer diverse households to the Homeownership Advisor for counseling services. On occasion, disseminate information to homebuyers on the homeownership options and financing options available in each community.

Evaluation: Maintain consistent training programs for counselors, lenders and Realtors. Request regular feedback from outside service providers and internal reports to monitor program effectiveness.

Program Development: Uses information from the program evaluation process and other Division staff to continually improve upon and modify service delivery.

Data Management: Work with the Housing Technician and other SWMHP staff to effectively capture and track trends and progression of homeownership programs. The position must be proficient in working with CounselorMax. Work to enhance the features of CounselorMax to better serve the programs.

Community Representation: Represent the Southwest Minnesota Housing Partnership in communities, counties, state and federal organizations, foundations and all other public activities at the direction of the Chief Executive Officer, Chief Operating Officer, or the position's Supervisor.

Travel: Travel within the region frequently (daily), within the State Minnesota occasionally (monthly) and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicle as required.

Lifting: Lift more than 50 pounds on occasion and carry multiple packages of training materials and equipment to training sites.

Hours: Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs.

DISCLAIMER AND APPROVAL

The above statements are intended to describe the general nature and level of work performed by persons assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Management reserves the right to change or modify such duties as required. This position will perform other duties as assigned by the position's Supervisor and the Chief Executive Officer.

Employee Acknowledgment:

Signature

Date

Employer Acknowledgment:

Signature

Date