Central Area Neighborhood Development Organization

Mission: Led by Residents and the greater Central Community; Central Area Neighborhood Development Organization works to support and strengthen the Central neighborhood in the areas of community building, economic development and housing through engage and informed action, fostering a neighborhood where everyone can thrive..

Vision: Central neighborhood is a safe, clean, vibrant community, where all residents are active participants, united in strengthening the quality of life and economic stability of the neighborhood.

Values: Central Area Neighborhood Development Organization (CANDO) is a community driven neighborhood organization. All activities are developed and executed by those who live and work in Central neighborhood. CANDO is run under democratic process and while we understand that whomever participates makes final decisions, we hold the value that those who participate are empathetic and understanding in that their decisions effect many people. We encourage continued education for everyone in our community in the areas of culture, community dynamics, economic development, government and housing. We strive to provide opportunity for growth through learning for all. We as a community invest in the whole of Central neighborhood.

Who We Serve: According to the 2005 to 2009 Compass Report and 2013 Census Report the Central community is made up of 8,307 residents, 44% Latino, 25% African American, 21% Caucasian, 3% Asian or Pacific Islander, 3% Two or more Races and 2% Native American or Native Alaskan. 51% of these residents speak a language other then English in their homes and 54% of the residents are renters. The median income in Central neighborhood is $36K and 26% of the residents in Central live below the poverty line.

Contact Us
Please see information below to apply for this position.

3736 Chicago Ave S
Minneapolis, MN 55407
612-824-1333
hannah@thecentralneighborhood.com
www.thecentralneighborhood.com

Job Description: Housing Coordinator
Housing Coordinator

Overall Responsibility
Work with residents and the greater community to ensure the livability of Central Neighborhood’s houses. Offering resources and one-on-one assistance to those in need of housing, home maintenance and other housing needs as they arise. To support the mission of CANDO and assist in it’s activities.

Key Responsibilities
• Administration: Assist in the day to day administration of CANDO, including communications and general office tasks.

• Resource: Act as a resource and reference for the Central community on issues pertaining to housing.

• Finance: Partner in fundraising for CANDO and maintain records of housing program specific finances. Maintain knowledge of CANDO financials.

• Events: Assist in planning events and workshops for the Central community, specifically in the area of Housing promotion and education for both home owners and renters.

• Publications: Work with the Neighborhood Development Administrator to produce content for publications.

• Promotions: Promote CANDO Housing Programs.

• Development: Engage with residents through surveying and other methods to further develop existing programs and meet upcoming needs of the community.

Reports To
• Neighborhood Development Administrator: Through a yearly work plan and weekly staff meetings CANDO staff ensures the mission of the organization is being fulfilled and communication is being maintained.

Requirements
• Education: High school Diploma or GED equivalent.

• Communication Skills: Facilitation of meetings, focus groups and dialogues in large groups. Maintain confidentiality in sensitive housing situations while being transparent in their work. Represent CANDO, as an organization and the Central community in a positive way. Have a drive to grow and learn new skills with the community.

• Computer Skills: Word/Pages, Excel/Numbers, Powerpoint/Keynote, social media and ability to conduct research online.
Desired Qualifications

- Knowledge of Housing Resources in the Twin Cities.

- Knowledge of processes in Housing issues such as foreclosure, energy efficiency/"Green" Initiatives, vacant and boarded properties, renovations and rehabilitation.

- Speaks Intermediate Level Spanish

- Be a resident of the Central neighborhood.

Compensation and Applications

- This is a part time position ranging in 15 to 19 hours per week. Please note that some weekends and evenings are required.

- This position pays up to $15.00 per hour depending on qualifications.

- Send application in PDF format to hannah@thecentralneighborhood.com.

- Please note CANDO will be accepting applications until August 1st, 2013 and be responding to applicants for interviews on August 12th, 2013.