**Job Description**

**TITLE:**  **[Community Name] COMMUNITY COORDINATOR**

**DEPARTMENT: ADMINISTRATION**

**REPORTS TO: HOOSIER ENDURING LEGACY PROGRAM STATE PARTNERS**

**SCHEDULE: PART-TIME**

**SUMMARY:**

The Community Coordinator is a required position for communities participating in the Hoosier Enduring Legacy Program (HELP). The Community Coordinator is expected to take on additional subroles as the American Rescue Plan Act Authority and the Local Liaison. This employee should employ a good sense of logic and judgement and is responsible for overseeing the Core Team and all four Pathways Team. Constant communication with HELP State Partners is required. Specific duties of this position are broad and require innovation. The employee may be involved in another agency but *must* devote the majority of their time to the Hoosier Enduring Legacy Program. This position is a requirement of HELP designation and thus has funding for only a year; rehiring for subsequent years may be negotiated.

**ESSENTIAL JOB FUNCTIONS:**

*General*

* Hold constant community with relevant State Partners;
* Serve as [community name]’s Point of Contact with State Partners;
* Develop Strategic Investment Plan with projects implemented before December 31, 2026;
* Attend various meetings as necessary to present information and recommendations;
* Relay relevant information between State Partners, Core Team, and Pathways Teams;
* Attend two data training meetings hosted by CivicLab;
* Provide support and direction to resolve emergent, time-sensitive issues related to HELP;
* Aggressively research additional sources of funding for eligible projects;

*As American Rescue Plan Act Authority*

* Attend training on the American Rescue Plan Act hosted by the Indiana Office of Community and Rural Affairs (OCRA);
* Become familiar with eligible expenditures of Coronavirus Local Fiscal Recovery Fund;
* Approve potential projects based on compatibility with Coronavirus Local Fiscal Recovery Fund requirements.

*As Local Liaison*

* Conceive methods to increase community participation;
* Develop Communication and Creative Community Engagement Plan with OCRA and the Indiana Arts Commission (IAC);
* Partner with IAC for a period of Creative Community Engagement;
* Host In-person Community Forum;
* Create Community Dashboard in partnership with the Purdue Center of Regional Development;
* Communicate with local media when necessary;

**QUALIFICATIONS**

*Requirements*

* Strident advocate for our community and have a passion for community engagement
* Experience or education that includes progressive responsibility in municipal management, or any combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this position.
* Ability to devote minimum 30 hours/week to this role, but preferably more;
* Ability to effectively communicate, both verbal and written, with a diverse array of local community leaders, community members, and all State Partners;
* Ability to collaborate with diverse group of individuals;
* Ability to mitigate conflict and communicate recommendations in a respectful and effective way;

*Auxiliary*

* Stellar interpersonal skills;
* Ability to read, analyze, and interpret legislative documents, technical procedures, and governmental regulations;
* Ability to manage Office 365 and assorted relevant software;
* Ability to define problems, collect data, establish facts, and draw valid conclusions;
* Ability to work collaboratively with local attorney to obtain knowledge of laws and regulations of the municipality, as well as the ability to implement these laws and regulations effectively;
* Ability to build consensus or issue authoritative orders as circumstances dictate;
* Ability to meet deadlines;
* Ability to maintain confidentiality when necessary;
* Ability to apply mathematical concepts to practical situations;

**WORKING CONDITIONS**

Work is performed in a normal office environment. Frequent participation in events outside of normal office hours may be necessary that may include attendance at community meetings and events. Position holder must often deal with various constituencies in the face of differences of opinion regarding policies and procedures. Travel to Indianapolis may be required.

**PERSONAL WORKING RELATIONSHIPS**

Position holder will maintain a close working relationship with media, members of the HELP Core Team and all Pathways Teams, local officials, State Partners, and the general public for the purpose of explanation, interpretation, technical assistance and non-routine problem solving.

**DISCLAIMER**

The statements listed above are intended to describe the general nature and level of work being performed by the individual filling this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time.

**STARTING SALARY:** $40,000/year.