



Healthy Neighborhoods Inc.

Neighborhood Coordinator

Position Description

Posted: September 29, 2023

Please Respond By: October 20, 2023

Overview

Neighborhood Coordinator conducts community engagement, organizing, capacity-building and promotion in select Baltimore City working- and middle-class neighborhoods.

The position will establish and maintain relationships with key community partners, organizations, institutions, community associations, and stakeholders.

Position will promote community investment including Healthy Neighborhood's mortgage and grant products, City, State and federal grants, and other available capital.

Position will support local community partners in development and implementation of small-scale block projects and larger placemaking initiatives; and support the community in short- and long-term planning activities.

The position will also support Healthy Neighborhoods Inc in development and implementation of HNI program components such as social and traditional media campaigns; grants seeking and administration; and data-gathering and analysis.

Healthy Neighborhoods

Healthy Neighborhoods Inc a 501(c)3 nonprofit organization that helps strong but undervalued neighborhoods increase home values, market their communities, create high standards for property improvement and forge strong connections among neighbors. Using its capacity to attract and invest public and private capital, HNI collaborates with sixteen selected areas, and neighborhood-based organizations in Baltimore City with a specific focus on Black working- and middle-class communities. Founded in 2004, HNI has assisted over 600 homeowners with below-market mortgages, supported the rehabilitation of over 200 vacant houses, provided energy-savings upgrades to over 150 nonprofit facilities, and brought over \$100M in thoughtful investment to Baltimore City neighborhoods.

HNI is both a durable Baltimore City community development institution with twenty years of success, and, coming out of COVID, an organization with a startup mindset, looking to staff up with innovative, entrepreneurial, high-energy problem solvers.

Position Requirements

Direct, successful community engagement and organizing experience, working at community-level, working in public sector, a nonprofit or small-scale organization strongly preferred.

Project management experience and skills needed. Ability to manage over-lapping timelines and coordinate among multiple collaborators a must.

Interest in, existing knowledge of, or a strong willingness and capacity to learn about community development, housing, Baltimore City neighborhoods required.

Written communication skills required.

Data, technology, quantitative skills, and knowledge of lending, mortgages, and financing a plus.

Creativity, resourcefulness, flexibility, and a strong team ethic are required.

Ability to build relationships and communicate effectively with people from a wide range of backgrounds.

Bachelor's degree required. Three plus years of related professional experience preferred.

Position Details and Logistics

Location: HNI Offices located at 11 East Mount Royal Avenue Baltimore City. HNI is four days on site, one day work from home. Position may require occasional on-site and community-based work.

Reporting: Reports to President/ CEO; Position does not supervise other personnel.

Hours: 35 Hours per week. 9am to 5pm with half hour break. Position may require occasional after-hours or weekend community meetings or other events for which Comp Time is available.

Salary and Benefits: Proposed \$45,000 to \$65,000 per year or depending on experience. Good benefits: 20 days paid time off plus holidays; medical, dental, and retirement savings options.

Application Process

Please provide resume, cover letter indicating capability to fulfill position requirements, and contact information by October 20, 2023 to hni@healthyneighborhoods.org.

HNI is an equal opportunity employer and coordinates job postings and hiring with the Baltimore City Mayor's Office of Employment Development to ensure City residents have an equal opportunity to apply for positions. We are building a team. Come join us.