

Brook Creek Neighborhood Association
Neighborhood Coordinator Position
Open Application

The Brook Creek Neighborhood Association employs a Coordinator by an agreed-to contract for 12 month intervals, subject to annual renewal. If you are interested in applying, please review the job description and expectations listed below. The position pays \$10/hr and requires about 20 hours work a month. All are welcome to apply. Applications and resumes should be submitted to B.C.N.A. President, Jesse Brinson at <jesse@calledtogreatness.com>. Submissions accepted until the position is filled, with a start date of Sept. 1st 2019.

BCNA COORDINATOR JOB DESCRIPTION

Summary: The Coordinator for the Brook Creek Neighborhood Association (BCNA) is responsible for completing, or coordinating the completion of, the following tasks, some of which may be completed by BCNA officers, directors, and other volunteers:

- coordinating and attending regular meetings
- prepare annual CDBG application in conjunction with BCNA Board
- file the quarterly CDBG reports
- planning for and coordinating yearly events
- reviewing news and notices affecting the neighborhood and alerting BCNA
- maintaining BCNA inbox and responding to emails
- coordinating newsletter, and
- other various tasks delegated from Board.

Supervision: Decisions about the Coordinator position are made by the BCNA Board, and the President supervises the planning and completion of tasks. The Coordinator is expected to work 20 hours per month at a pay rate of \$10 per hour. Coordinator position contracts are completed for no longer than 12 months, from September 1 to August 31. Annual evaluations will be conducted in June. If needed, the position will be advertised in July, with a coordinator to be selected to begin on September 1.

Expectations: The Coordinator shall maintain professional demeanor and appearance while representing BCNA. The Coordinator shall have excellent organizational, writing, editing, verbal and interpersonal skills. The Coordinator shall have proficiency with, and access to, Word, Excel, and Publisher software. The Coordinator shall take initiative, contribute ideas, and keep officers/board informed of Coordinator's activities. The Coordinator shall schedule time efficiently, and work through objectives to meet goals and deadlines on time.