

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 requires about 15 hours work a month, and pays \$15/hr (with a possible raise to \$20/hr.). All are welcome to apply. Applications and resumes should be submitted to B.C.N.A. Vice President, Michael Almon at <paradigm@ixks.com>. Applications with resumes will be accepted until the position is filled, with a target start date of 1 August 2023.

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 monthly meetings
- filing the yearly CDBG report
- planning for and coordinating periodic events
- coordinating an occasional print newsletter
- posting a bi-weekly e-newsletter
- checking news and notices affecting the neighborhood and alerting the Board
- maintaining BCNA inbox and responding to emails, 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 15 hours per month at a pay rate of \$15 per hour. After an initial probation period, the pay rate may be raised to \$20 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 a computer and 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.