



Douglas Jenkins, Esq.  
Board Chair

Nilda I. Ruiz, MBA  
President & CEO

## Neighborhood Advisory Committee Coordinator Job Description

### About Asociación Puertorriqueños en Marcha (APM):

Asociación Puertorriqueños en Marcha (APM) is a non-profit organization dedicated to improving the quality of life of our community through direct service and outreach in the Philadelphia region. Our mission is to assist all people we serve with achieving their greatest potential. APM impacts thousands of people each year by offering a full spectrum of bilingual and culturally sensitive social services related to education, health, human services, and community & economic development.

### Position Title:

Neighborhood Advisory Committee  
Coordinator

### Reports to:

Senior Vice President of Community & Economic  
Development

### Start Date:

April 1, 2018

### Compensation:

Commensurate with experience.

### Work Schedule:

Full-time, must be flexible with hours and be able to work some nights and weekends as needed. Must be available to travel within the City of Philadelphia.

### Location:

Home-base is in Philadelphia at APM's Community and Economic Development office at 600 Diamond Street, Philadelphia PA 19122

### Position Summary:

The Neighborhood Advisory Committee (NAC) Coordinator will manage, delegate, where necessary and complete the day to day activities required of the Neighborhood Advisory committee (NAC) under the standard contract with the City of Philadelphia. The Coordinator will manage, organize and implement initiatives, activities and events according to the NAC Contract and the APM operational plan. These responsibilities and duties are subject to change based upon the needs of the organization and at the Board's directive. Following is a breakdown of the Coordinator's responsibilities; as this position encompasses a broad field, this list is not all inclusive and is subject to amendments at any time.

### Key responsibilities and functions:

- Refer residents to sources of assistance in city government and other organizations Pennsylvania property taxes, rental rebates and energy assistance application (LIHEAP) completion
- Provide assistance to residents and civic groups on city planning and zoning matters
- Provide capacity-building assistance to community groups for neighborhood improvement
- Organize, promote, and conduct community meetings, briefings, special events and projects. Ensure meetings and events are well-organized, with proper representation of staff, board, or committee members,

- set-up and breakdown of meeting/event locations.
- Assist with NAC Committee elections; maintain records or residential voting requirements
  - Create and periodically update directory of community resources
  - Disseminate information about neighborhood activities and events including coordinating the publication of quarterly newsletter
  - Maintain business relations with elected and city officials.
  - Responsible for the implementation of the OHCD contract; invoicing, contract compliance and operational requirements. Complete all aspects of Neighborhood Advisory Committee contract, coordinated with the Office of Housing and Community Development.
  - Create office procedures. Develop and maintain appropriate records and reporting files for NAC services to include database of neighborhood issues.
  - Development and fundraising [grant research, writing, program development, promotion, reporting]
  - Represent APM and the NAC with partner organizations, city agencies, neighborhood groups, and meetings/events pertinent to mission of the organization.
  - Liaison to Board of Directors, weekly updates, monthly reports and meeting attendance
  - Work with Board of Directors, Neighborhood Advisory Subcommittee, and other committees on various other procedures
  - Manage and supervise office staff, interns and volunteers to foster a collaborative, cooperative work environment
  - Office management-liaison with vendors, consultants; making sure insurance is adequate, coordinating employee benefit plans; technology needs
  - Financial management (payroll, budgeting) monthly financial reports
  - Be able and willing to participate, delegate and assist with all types of organizational work (creating and distributing flyers, participating in clean-up events)
  - Other duties as assigned.

**Minimum Requirements:**

- Bachelor's degree or two years post-secondary education with related experience.
- Ability to organize and empower residents and build organizational coalitions
- Ability to prioritize, multi-task and meet deadlines
- Above average technical/computer skills; basic web, database and MS Office
- Ability to work independently and collaboratively
- Knowledge of fundraising, grant writing, and reporting
- Excellent interpersonal skills, leadership ability, and self-motivation; knowledge of North Philadelphia organizations and issues preferred

**How to Apply:**

Please send your résumé, a cover letter, and three references to [rose.gray@apmphila.org](mailto:rose.gray@apmphila.org). Please use "Application for NAC Coordinator" as the subject of the email and name the documents as your last name and the document name (example: "LastName\_CoverLetter"). Please provide documents in PDF file format.