

**Management Consultant-Community Building & Organizing-
Part Time Position
Boston , MA**

Job Description

This is responsible and advanced work in the development, coordination, implementation, and the provision of support, training and special assistance to community-based organizations supported by NeighborWorks® America. Special emphasis is placed on assisting NeighborWorks® Organizations(NWOs) and strategic partner organizations in community building and organizing (CB&O) work, including working with Management Consultants (MCs) and local non-profit staff to develop strategy and resources for CB&O, developing and maintaining data systems, and promoting the value of community building work internally and throughout the network through publications, presentations and applied research. This position is an important element in National Initiatives and Applied Research's(NIAR) strategy to develop and disseminate innovative responses to the asset building needs of communities in the NeighborWorks® America network.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Develop, coordinate and implement strategy to build capacity in community building and organizing programs, including initiative membership, grantmaking, peer-sharing, training and technical assistance and performance reporting components.
- Design orientation and training sessions. Lead orientation and training sessions for CB&O initiative members and in as part of other NeighborWorks® training programs.
- Provide management consultation, liaison functions and provision of technical assistance in community building and organizing with emphasis on NWOs in the CB&O initiative and other NWOs in the CB&O line of business.
- Identify and coordinate the development and distribution of resources and tools that advance the productivity and quality of community building and organizing programs, including linkages with other NeighborWorks® initiatives and activities.
- Serve as staff member to the CB&O Initiative Steering Committee and liaison to CB&O initiative members.

SECONDARY DUTIES/RESPONSIBILITIES

- Provide updated information on CB&O and highlights of successful practices to enhance the understanding and visibility of the Initiative to NeighborWorks® America staff and NWOs.
- Assist in the updating and streamlining of tools and processes for NWO reporting related to CB&O.
- Supervise consultants engaged for assigned CB&O projects.
- Contribute to the development and implementation of strategies to ensure the efficient and effective flow of information between the CB&O Initiative and all

other divisions of the Corporation.

- Represent CB&O and NIAR on internal teams or committees as requested.
- Perform related work as required.

NATURE OF WORK CONTACTS

- Work with NeighborWorks® America staff in all divisions on issues relating to community building and organizing.
- Work with staff of NeighborWorks® Organizations, especially executive directors and community organizers to carry out programmatic assignments.
- Work with outside vendors and consultants to supervise project deliverables.

Skills Required

TRAINING AND QUALIFICATIONS

Bachelors degree in urban planning, public policy, community development or related field, at least 5 years of professional experience and success applying the following knowledge, abilities, and skills:

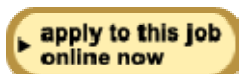
- 5+ years working with community-based nonprofit organizations and broad familiarity with the issues of nonprofit organizations. Demonstrated recent experience in community organizing and resident leadership development within a community development context.
- Knowledge of and experience in group process and leadership development. Demonstrated ability to build a team and manage a project.
- Ability to establish and maintain effective interpersonal and inter-group relationships involving a variety of persons and groups of various socio-economic and ethnic compositions.
- Ability to foster trust, credibility and cohesive teamwork among persons with diverse talents, backgrounds and perspectives.
- Ability to work with lay boards and communicate ideas to motivate people to become involved in their communities.
- Ability to identify, obtain the support of and organize community resources and groups toward the achievement of program goals.
- Excellent verbal and written communication skills.
- Ability to organize, prioritize and coordinate multiple work activities in a fast-paced team environment to meet critical deadlines and ensure high quality work products.
- Proficiency in MS Office software (Outlook, Word, Powerpoint, Excel) and knowledge of database programs.
- Demonstrated ability to analyze information and develop recommendations.
- Maintain regular and timely attendance.

PHYSICAL/SENSORY DEMANDS

Fast paced working♣ environment

Extensive computer usage♣

Ability to travel as required –♣ twelve or more times a year for two to five days at a time.



An Equal Opportunity Employer M/F/D/V

Job Category: Professional

Position Type: Part-Time

Travel Required: 20%

Posted Date: 1/23/2008

Contact Information

Contact Person: Human Resources

Address: 1325 G Street, NW, Suite 800, Washington, DC 20005