



TOWN OF CHAPEL HILL

COMMUNITY CONNECTIONS COORDINATOR

Salary
\$40,395.00 - \$53,300.00 Annually

Location
Chapel Hill, NC

Job Type
Full Time

Department
Housing and Community

Job Number
20/21-01303

Closing
8/9/2020 12:00 AM Eastern

To apply: <https://www.townofchapelhill.org/government/departments-services/human-resource-development/employment/job-openings>

Description:

Summary: This position is responsible for coordinating the Town's Community Connections work to facilitate innovative community partnerships and connections consistent with the Town Council's equity and inclusion goals. This position works collaboratively with a high performing, energetic, fun, and diverse team.

We believe this person is going to need:

- A commitment to public service and passion for equity and inclusion.
- An understanding of equitable engagement, racial equity, and community partnership best practices.
- A strong desire to actively engage historically marginalized populations in designing solutions to community issues.
- Excellent collaboration and relationship building skills that establish partnerships and effective teamwork within and outside of the Housing and Community team.
- An innovation mindset that actively solicits and fosters the ideas of others.

Working for the Town of Chapel Hill

The Town of Chapel Hill is committed to talent development and provides opportunities for employees to build a portfolio of technical skills and experiences needed to advance their careers.

Chapel Hill is a multicultural university town where a dynamic downtown and networked community inspire connections, innovation, technology, discovery, learning, and the arts.

Essential Functions

Essential Duties and Responsibilities

- Oversees implementation of the Town's Community Connections initiatives, with a focus on racial equity and equitable engagement initiatives;
- Creates and maintains innovative partnerships with other Town departments, non-profit organizations, educational institutions, local government organizations, community associations and others to implement the Town's Community Connections Strategy;
- Develops goals and strategies and implement projects consistent with department business plan and the Town Council's goals;
- Develops work plan, strategies, analytics, metrics, and performance measures and monitors work plan progress;
- Writes communications, reports and plans for Town staff, Council, Advisory Boards and the public;
- Participates on and leads Town teams, special projects, and cross-departmental projects;
- Performs other duties as required.

Supervisory Responsibilities

This position does not require supervision of staff or interns.

Minimum Qualifications

Knowledge of:

Community development, community organizing, community engagement, social work, and related fields.

Ability to:

- Develop innovative approaches to creating community outreach and engagement;
- Think systemically about community connections initiatives;
- Build relationships and work collaboratively with a diverse range of populations, organizations, and Town departments;
- Manage projects and simultaneously work on multiple tasks and set priorities;
- Solve problems and make sound decisions;
- Communicate effectively orally and in writing;
- Model behavior that is consistent with our values of RESPECT (Responsibility, Equity, Safety, Professionalism, Ethics, Communication, and Teamwork)

Education

A Bachelor's degree in public administration, planning, social work, or related field, or equivalent experience.

Experience

At least 1 year of demonstrated experience with community development, social work, community engagement and/or related field is preferred.

Certifications, Licenses, Registrations

A valid NC driver's and the availability of private transportation or the ability to provide transportation between job sites is required.

Ability to speak Spanish or languages other than English is preferred.

Supplemental Information

Physical Demands

The work is typically performed while sitting at a desk with intermittent standing, or stooping. The employee occasionally lifts light objects.

Work Environment

The work is typically performed in an office environment

Other Necessary Requirements

This position is classified as Exempt according to the Federal Labor Standards Act.

Benefits

The Town of Chapel Hill offers comprehensive and competitive benefits to regular full time and part time employees.

Health Insurance

Health insurance is effective the first day of employment. The town will provide full-time employees group medical insurance including family coverage. Employees and the town will share equally in the additional cost of the base plan for dependent coverage if employees desire to purchase such coverage for family members.

Retirement Health Savings Plan

Employees hired after June 30, 2010, in a regular full-time or regular part-time position are required to participate in the Retirement Health Savings Plan. Contributions are taken on a pre-tax basis. The current contribution amount is 1%.

Dental Insurance

Dental insurance is optional and is paid for by the employee. Coverage for eligible dependents is also available.

Paid Time Off

- **Vacation/Annual Leave:** Employees in regular full or part time positions earn between 12 and 26 days per year depending upon length of Town service.
- **Sick Leave:** Employees in full or part time regular positions earn 12 days per year.
- **Paid Parental Leave:** Eligible employees receive 6 weeks of Paid Parental Leave after birth or placement of a child in the home for adoption or foster care. This leave does not come from Employee's leave bank.

- **Paid Holidays:** There are 11 official Town holidays. Employees in full or part time regular positions are eligible for paid holiday time.
- **Funeral Leave:** All employees in full or part time regular positions are granted 3 days of funeral leave per year. This leave is non-cumulative

Local Government Retirement System

All employees in regular full or part time position are required to contribute to the retirement system. Contributions are taken on a pre-tax basis. The current contribution amount is 6%.

Supplemental Retirement Plans

- **NC 401(k)-**The Town makes a contribution of 5% to the 401(k) for all regular full and part time employees. There is no employee match required. Employees have the option of making contributions on a pre or post tax basis. The plan is administered by Prudential.
- **457 Deferred Compensation Plan-**Town of Chapel Hill employees have the option of making contributions to a 457. The Town does not make contributions to this plan. The plan is administered by ICMA.

Disability Insurance

- **Town Provided:** The Town provides both short term and long term disability insurance to all regular full or part time employees. The plan will pay up to 50% of the employee's base income for non-job related injuries.
- **Voluntary Short Term Disability:** Employees have the option of purchasing supplemental disability insurance. This plan will pay employees a maximum of 25% of their base weekly earnings up to \$400.

Life Insurance

The Town provides full and part time regular employees with an individual term life insurance policy. Employees have the option of purchasing additional life insurance for a small fee. Dependent life insurance is also available.

Direct Deposit

All employees hired after July 1, 2007 are required to have direct deposit.

Other Benefits

- **Credit Union:** Employees of the Town of Chapel Hill are eligible to open accounts at the Local Government Federal Credit Union.
- **Parking** is provided free of charge at or near worksites
- **Annual longevity payment** beginning with the 5th year of full or part time regular employment
- **Tuition assistance** is available upon completion of the initial probationary period

Agency: Town of Chapel Hill

Address: 405 Martin Luther King Jr Blvd.
Chapel Hill, North Carolina, 27514