

## **Job Description –Building Blocks Site Support Coordinator**

**Full-Time: 40 hours per week**

**Salary-\$35,000**

### **Organization**

Since 1995 Building Blocks has played an integral role in the revitalization of Kalamazoo's central city neighborhoods. Building Blocks has evolved into a robust neighborhood revitalization organization building the collective capacity of residents to address issues, complete projects, and collaborate with community stakeholders. At the heart of Building Blocks' work is the commitment to asset-based community organizing, utilizing the strengths and gifts of engaged residents and the streets.

### **Position**

Reporting to the Executive Director, the Site Support Coordinator will provide technical, on the ground, project support to resident groups on Building Blocks sites to ensure the successful completion of neighborhood enhancement projects across Kalamazoo's five CORE neighborhoods (Eastside, Edison, Northside, Oakwood, and Vine).

### **Responsibilities:**

**Technical Support to Residents:** Participate in Community Workdays to assist residents in completing exterior home improvement and beautification projects including, but not limited to, porch repairs, window/door installations, landscaping, yard maintenance, solar light installations, and other outside projects.

- Assist and provide guidance to residents working on project plans, including selecting materials, project estimates, and material delivery
- Support resident leaders with purchasing materials to conduct projects on community workdays, and other community workday preparation
- Attend Neighborhood Leader Academy Sessions with resident leaders to support anticipated issues and areas of concern as it relates to the Building Blocks mission
- Support residents with other duties including, but not limited, to distributing informational flyers, door knocking etc.

**Porch Safety Program:** Lead the coordination of the 2021 Project Safety Initiative Program including overseeing the success of twenty porch safety projects throughout five neighborhoods.

- Oversee project selections by supporting resident groups through a resident- led nomination and application process
- Work directly with community partners and residents to coordinate workday schedules and volunteers.
- Oversee the purchasing of all project materials
- Provide project assistance on community workdays

**Volunteer Coordination:** Lead the coordination efforts of volunteer recruitment for Community Workdays as the Building Blocks point of contact for volunteers.

- Present the mission and vision of Building Blocks to volunteer groups
- Actively seek volunteer groups in Kalamazoo
- Work directly with volunteer groups and residents to coordinate workday schedules

**Community Partners:** Maintain community partnerships that enhance opportunities and resources for residents and participants in Building Blocks projects and events.

- Maintain ongoing engagement and connection with Neighborhood Associations and report back important updates & information to staff and resident groups
- Connect and coordinate partnerships with local organizations to enhance resource access to Building Blocks residents
- Consistently attend local working groups/task forces/learning sessions such as Anti -Racism, Housing Matters, TRHT, ONEplace, Home Repair professional development etc. Bring opportunities, resources, and information back to staff and residents for development and overall Building Blocks impact

**Building Blocks Team Member:**

- Attend team meetings
- Assist in planning and facilitating yearly calendar events
- Maintain and complete all relevant documentation on a regular basis and ensure it is available and accessible on Google Drive
- Drive and maintain the Building Blocks work truck and trailer to support the work of Building Blocks

**Qualifications**

- Personal and professional commitment to the mission of Building Blocks
- Unwavering commitment to equity
- Strong value placed on high quality outcomes
- Experience in completing exterior home repairs
- Working knowledge of equipment, tools, and machinery used for exterior home repairs
- Participate in manual labor related to projects including lifting and/or moving up to eighty pounds
- Strong ability to maintain positive working relationships with resident groups across all sites
- Ability to work effectively in collaboration with diverse groups of people and enjoy working closely within a small organization
- Passionate, idealistic, full of integrity, positive, entrepreneurial, creative and self-directed
- Ability to adapt to change
- Working knowledge of Google Drive and Excel
- Valid Driver's license
- No major violations or frequency of minor violations in the past 5 years on Motor Vehicle Record

**Preferred**

- Conversational Spanish Speaker
- Prior experience in block-level community organizing
- Strong written and verbal communication skills
- Resident living in one of the 5 CORE Kalamazoo Neighborhoods

**\*\*\* The weekly hours of this position are flexible and will include evenings and weekends based on the availability and schedules of residents. Building Blocks positions are not eligible for benefits at this time.**

**Building Blocks is an equal opportunity employer. Please send cover letter and resume to [info@bbkazoo.org](mailto:info@bbkazoo.org). Resumes submitted before 3/5/22 will receive priority.**