



Neighborhood Revitalization Initiative (NRI) Program Coordinator Job Description

Employment Status: Full-Time

Department: Construction

Reports To: Construction Manager

Job Description: To facilitate the implementation of our Neighborhood Revitalization Initiative (NRI) pilot program in Morris County, NJ. To serve as the champion for NRI at Morris Habitat, educating other affiliate staff members and volunteers about the principles and purpose of NRI as well as the products and services that might be used to attain the specific NRI goals of the affiliate and community. The NRI Coordinator coordinates the NRI projects; Critical Home Repair, A Brush With Kindness (ABWK), weatherization, and community partner projects with the Construction Manager. Support the Property Acquisition (PA) activities to increase families served through new construction and rehabilitation projects.

Specific Duties and Responsibilities:

- Assist with building relationships with residents, local agencies, elected officials, and community stakeholders to identify areas where MHFH's housing solutions (including new construction, home repair, A Brush with Kindness, weatherization, and can intersect with the community's identified needs.
- Oversee and administer NRI related surveys. Survey results to be entered into Success Measures.
- Oversee and coordinate all NRI projects all aspects of NRI projects. This may include supervising the work on site if necessarily.
- Have a working knowledge of most aspects of residential construction.
- Develop and market an outreach plan for the NRI program, and assist with creating a fund development plan.
- Coordinate and document the implementation of MHFH's housing solutions and community development work in partnership with the community.
- Monitor and evaluate the outcomes of the plan through Success Measures.
- Develop standard NRI procedures, which can be tailored to any community, so that this model can be extended to other neighborhoods within our territory.
- Establish a positive working relationship with the Habitat International Neighborhood Revitalization Coordinator (NRC). The NRC provides assistance to affiliates implementing NRI.
- Cultivate volunteers to assist with all aspects of NRI activities.
- Utilize existing NRI program documentation and information available through My.Habitat.org.
- Participate in any training activities, seminars, conference calls, webinars, etc. necessary to implement and improve the affiliate's NRI activities.

Success Measures Responsibilities:

Implementation and management of Success Measures evaluation tool. Have clear understanding of the Success Measures NRI evaluation method.

- Lead the planning process, which includes engaging staff and other stakeholders in defining desired outcomes for the NRI and relating those outcomes to the Success Measures evaluation framework



- Engage with the NRC as the primary contact related to Success Measures implementation at the affiliate.
- Lead planning for data collection implementation (e.g., surveys).
 - Determine roles and responsibilities, timeline for each part of data collection
 - Recruit data collectors
 - Arrange for data collector training
- Supervise/lead data collection effort—
 - Supervise data entry to ensure quality control
 - Conduct data analysis and create reports and maps to communicate with a variety of audiences
 - Lead effort to share results with staff and community

Education, Experience, Knowledge, Skills, and Abilities:

Minimum one -year professional experience in community development or equivalent experience. Must have strong communication skills; proficiency in Spanish preferred. Strong commitment to social justice and appreciation of and experience working with diverse neighborhoods required.

- Be familiar with the core tenants of community development
- Understand the guiding principles of Asset Based Community Development, and use them as a guide for the implementation of NRI in your community.
- Have a working knowledge of most aspects of residential construction.
- Work with the NRC assigned to MHFH by HFHI and the board representative to help identify NRI goals in MHFH service area, craft strategies for achieving those goals, and report on the outcomes associated with MHFH’s efforts
- At all times, have a clear understanding of the status of the MHFHs NRI efforts, and facilitate decision making on key issues as needed.
- Participate with other NRI affiliates in the community of practice to share ideas and enhance affiliate’s evaluation, community and program development efforts.
- This position is office-based and requires frequent travel. A valid driver’s license and a car is required for this position, service-related travel will be reimbursed per the affiliate’s travel policy
- Ability and experience working in a multi-cultural environment with low-income adults.
- Ability to articulate local project goals in a group setting and on a one-to-one basis.
- Demonstrated written and verbal communication skills.
- Automobile, valid NJ Driver’s license and adequate insurance.
- Proven administrative, leadership, community organizing and information management skills.
- An understanding of the issues involved in commercial revitalization as well as public relations and fundraising.
- Energetic, self- motivated, imaginative and an accomplished organizer, capable of functioning effectively in an independent situation, while maintaining a sense of the overall goals of the neighborhood revitalization project.
- Two -year degree a must (4 year preferred) plus professional experience in business, community development, urban planning, marketing, retailing or small business development.



- Have significant experience with MS Word, Excel and Outlook. Must have a technical aptitude for research on the Internet and learning new software programs (e.g., Success Measures, mapping programs and tools, etc.).