

DUTCHTOWN SOUTH COMMUNITY CORPORATION

Position Title: 25th Ward Community Liaison

Job Summary: Manage, plan, coordinate, and execute ward-wide efforts related to building community, creating an active and safety environment, engaging neighborhood youth, communication, and volunteer management for roughly 13,000 residents of the 25th Ward. The successful applicant will work directly with the 25th Ward alderman, the Executive Director of Dutchtown South Community Corporation and its Board of Directors, various City and State agencies and the general public on behalf of Dutchtown South Community Corporation.

The Liaison is required to attend evening and weekend events, and must have access to transportation as necessary. This is a full time, salaried position with benefits.

Responsibilities Overview:

Neighborhood Safety

1. Organize, recruit, coordinate and manage neighborhood on-going safety initiatives with residents and 1st District Police to address safety concerns and environment.
2. Engage in city-wide initiatives to learn best practices and foster institutional partnerships.
3. Serve as a liaison for the 25th Ward Alderman to various ward-based groups, businesses, and constituents.

Youth Engagement

1. In conjunction with stakeholders, manage on-going youth engagement programs including summer youth employment program and neighborhood youth council.
2. Build and maintain relationships with resident young people.
3. Pro-actively research 'best practice' programs and techniques that can be modeled throughout the ward and city.

Neighborhood Coordination

1. Recruit and manage members for community gardens in 25th ward.
2. Support Neighborhood Associations in membership development, leadership development, and project implementation.
3. Build and maintain relationships with resident volunteers.

Communications

1. Manage grass-roots approach to communication to effectively build volunteer base and address neighborhood safety initiatives.
2. Effectively manage communications to neighborhood residents, businesses, and other stakeholders to enhance the quality of life and business in the 25th ward.
3. Manage web-based and e-mail communications.

Qualifications and Preferred Prerequisites:

- Bachelor degree or equivalent experience managing community relations or program management.
- Minimum of 3-years experience community organizing, development, social work, youth engagement, or social justice programming.
- Must be proficient in Microsoft Office Suite applications and database management.

- Must have good presentations skills, oral and written communications, and familiarity with methods of information dissemination.
- Must exhibit excellent people skills and teamwork abilities.
- Must have proven experience working successfully with people at all levels of business and community.
- Must be a resident of the City of St. Louis; preference is a resident of the 25th Ward, or surrounding community.

Dutchtown South Community Corporation does not discriminate against any employee or applicant because of race, creed, sex, sexual orientation, color, age, disability status or national origin. EOE.

Please respond with your resume and cover letter no later than **4 p.m. on Wednesday, December 21, 2012**, to Community Liaison Search, Dutchtown South Community Corporation, 4204 Virginia Avenue, St. Louis, MO 63111 or by e-mail to susan@ducthtownsouth.org (include Community Liaison Search as the subject).