

Community Coordinator

Revised July 2017

The Community Coordinator works as a member of the staff team of Cal Aggie Christian Association (CA House). The Community Coordinator has primary responsibility for managing the Multifaith Living Community (MLC) property, resolving issues raised by MLC residents, coordinating with the Campus Minister to implement the multifaith program, and supervising one student intern. Additionally, the Community Coordinator assists in supporting other CA House programs and serves as a CA House representative on the UCD campus and in the community. Reporting to the Campus Minister, the Community Coordinator must be able both to work independently and collaboratively.

Education, Skills, Abilities, and Experience to include: A Bachelor’s degree is required. Experience working with diverse groups and ability to foster community, facilitate positive group dynamics and mediate conflict are required. The Community Coordinator must be able to perform a broad range of duties and have excellent communication skills. Experience with developing and maintaining social media accounts is required. Experience with non-profits, students, and faith groups is also important. Must have an understanding of and desire to work with young adults. Some experience in managing properties is desirable.

Areas of Responsibility:

% OF TIME	RESPONSIBILITY
45%	<p>Manage Multifaith Living Community (MLC) Property</p> <ol style="list-style-type: none"> 1. Facilitates rental process for prospective residents <ol style="list-style-type: none"> a. Advertises rental openings on UCD campus, in appropriate denominational communications, and on social media, and others b. Responds to all inquiries within one working day c. Explains student agreement/programs and shows rooms to prospective residents d. Receives and reviews rental applications e. Coordinates and schedules interviews with 2-3 staff, Board members, or residents f. Handles leasing, including checking references, and ensuring the Office Manager receives deposits g. Ensures that all required paperwork is processed and information is added to CA House database h. With Campus Minister and Office Manager, annually review lease agreement and community guide book, revising as needed 2. Oversees parking leases <ol style="list-style-type: none"> a. Processes parking leases and issues permits b. Assigns parking spaces c. Enforces parking regulations 3. Coordinates Multifaith Living Community

	<ul style="list-style-type: none"> a. With Campus Minister, coordinates and facilitates resident orientation and other welcome events b. Responds to personal/interpersonal issues of MLC residents and collaborates with the Campus Minister to address them c. Facilitates meetings of MLC residents, as needed d. Maintains files on campus and community resources for dealing with potential student issues, directing students to appropriate resources as needed. e. Oversees resident adherence to contract and/or covenant agreements, consulting with the Campus Minister when needed f. With the Campus Minister, develops an annual exit survey for residents and submits a written report to the Board g. With the Office Manager, develops and updates alumni database h. Supervises Community Assistant Intern 4. With Maintenance Coordinator, organizes move in/move out process <ul style="list-style-type: none"> a. Issues keys and accepts returned keys b. Assists Maintenance Coordinator with property inspections and ensures completed damage assessments/move out documentation is received by the Office Manager c. When needed, interfaces with students regarding maintenance and habitability issues
20%	<p>Facilitates Multifaith (Wednesday night) Program</p> <ul style="list-style-type: none"> 1. Collaborates with Campus Minister to develop and execute logistical details for weekly multifaith program 2. Coordinates and works with the MLC or community partners to provide the weekly community meal <ul style="list-style-type: none"> a. Ensures each house participates, in its turn, in making the vegetarian meal b. Provides guidance to the students cooking the Wednesday community meal. c. Ensures that all students of the house participate in meal preparation and complete clean up
25%	<p>Provides support for other CA House programs</p> <ul style="list-style-type: none"> 1. Assists in the three MLC retreats <ul style="list-style-type: none"> a. Handles logistics for the retreats b. Ensures that CA House has on file current appropriate information and forms on all cars and drivers c. Assists the Campus Minister with planning and presenting the retreat program 2. Assists with small group program, as needed 3. Supervises communications with students <ul style="list-style-type: none"> a. Maintains student communication lists: email, social media

	<ul style="list-style-type: none"> b. Produces the weekly e-newsletter ensuring that content includes information on any relevant programs occurring at the partnering churches c. Develops and maintains CA House social media accounts, approving all posts by staff and student interns to ensure consistent and accurate messaging d. Post regular social media updates and invitations for CA House programming e. Oversees use of CA House bulletin boards 4. Supervises communications with other constituencies <ul style="list-style-type: none"> a. Ensures that donors, members of supporting churches, and other interested parties receive the weekly e-newsletter b. Assists with the production of the semi-annual newsletter <ul style="list-style-type: none"> i. Using publishing software, designs and formats the newsletter ii. Arranges for printing of the newsletter iii. Coordinates mailing of the newsletter 5. Ensures that CA House maintains registered student organization status and account 6. Schedules tabling on campus to publicize CA House programs 7. Coordinates CA House space reservations for external groups 8. Updates CA House master calendar as needed
8%	<p>Represents CA House on UCD campus and in the community</p> <ul style="list-style-type: none"> 1. Attends campus and community meetings on behalf of CA House, as assigned 2. Projects a positive, welcoming, and helpful image of CA House 3. Clearly articulates CA House mission and the Multifaith Living program, when appropriate, making it clear how the MLC furthers the progressive Christian mission of CA House.
2%	<p>Other duties as assigned or requested</p>