Are you a self-starter who enjoys working with people? Do you love cultivating relationships? Do you love being a resource and making community connections? Do you love encouraging others to be the best version of themselves? If you answered yes to any of these questions, being a Community Specialist at Springboard to Opportunities is for you!!

**What Does It Take To Be A Community Specialist?**

- Bachelor’s degree or equivalent experience
- Knowledge/Experience in community organizing
- Excellent oral communication skills
- Excellent, writing, editing, and analytical skills
- Demonstrated experience working with individuals/organizations from diverse cultural, social, and ethnic backgrounds
- Knowledgeable of current trends
- Ability to create and manage programs and budgets

**What You Will Accomplish as A Community Specialist**

- Develop supportive professional relationships with residents to help enhance their quality of life
- Encourage residents to take steps to achieve self-sufficiency
- Facilitate meetings and social activities as desired by residents
- Conduct outreach for community programs, such as partners, participants, and volunteers
- Partner with local community service programs to provide services to the needs and characteristics of residents
- Develop and implement community programming
- Track data for program reporting
- Work with leadership team on grant applications
- Collaborate, when requested, with Property Management to resolve any day to day challenges and/or unanticipated events
What You Will Love About Springboard To Opportunities

- Work/Life Balance – Promotes employee self-care
- Rest and Relaxation – You get 9 paid holidays and 192 hours of paid time off, a total of 33 days off annually
- Health Benefits – Medical, dental, vision, long/short term disability
- Prepare for the Future – Company contribution to retirement plan

Cover letter, resume, and references should be emailed to freshperspectiveconsulting@gmail.com

Items should be received on or before January 24, 2020

Springboard is an equal opportunity employer that does not discriminate on the basis of race, color, relation, national origin, citizenship, sex, sexual orientation, disability or veteran status.