

## **COMMUNITY OUTREACH COORDINATOR – DGM – COMMUNITY PROGRAMS AND DEVELOPMENT**

The New York City Housing Authority is seeking a dynamic, self-starter, to design and lead a new environmental and health resident engagement program. In partnership with the New York City Department of Public Health and Mental Hygiene – Bureau of Tobacco Control, the program aims to increase the capacity of public housing residents to promote the environmental quality and safety of their homes, addressing critical issues such as pest management, asthma triggers, indoor toxics, and second hand smoke. Based on popular education and community action models, the program will support resident-advocates in acquiring the skills necessary to plan, implement, and evaluate health-related actions and policies in their housing community. Responsibilities will include, but are not limited to the following:

**Note: This is a 9-month, temporary position with the possibility of extension.**

1. Use a hands-on approach to engage and mobilize residents to improve environmental health conditions in their homes; design, lead, implement, and evaluate a peer-to-peer, environmental health outreach and education program for residents.
2. Recruit, train, and supervise 8-10 residents to participate in the program and to become environmental health advocates in their housing community.
3. Oversee and conduct door-to-door outreach and small group educational sessions; create and maintain a schedule of outreach and education activities; provide on-going outreach training to resident-advocates, assuring effective and safe community engagement.
4. Collect and produce action-oriented training curricula and education materials designed to guide resident-advocates through a process of policy change, tailored to the specific environmental health issues in the community.
5. Develop familiarity with and integrate knowledge, learning, and best practices from the local, national, and international efforts related to sustainable property management, environmental health and environmental justice.
6. Provide mentorship and support to resident-advocates, including assistance navigating NYCHA and community-wide services; evaluate participation of resident-advocates through on-going informal encouragement and constructive feedback, formal evaluation, and open-door policy of engagement.
7. Liaise with and coordinate support from internal NYCHA departments, and others as necessary; serve as primary point of contact and collaborator with outside agencies and organizations.
8. Manage and adhere to program budgets; implement an effective system of expense tracking; coordinate distribution of stipends to resident-advocates; ensure compliance and effective communication with funding sources.
9. Collect and maintain data metrics; design and conduct quarterly reporting and evaluation of goals and outcomes; communicate results to NYCHA stakeholders, partner agencies, and interested parties, as appropriate.

**QUALIFICATION REQUIREMENTS:**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to “1” or “2” above. However, all candidates must have at least one year of experience as described in “1” above.

**EDUCATION AND/OR EXPERIENCE PREFERRED:**

1. Experience working on-site in affordable housing or public housing setting, public health, environmental justice, popular education, and community organizing.
2. Experience developing programs, conducting trainings, facilitating meetings, and developing educational materials.

**SKILLS DESIRED:**

1. Excellent written and verbal communication skills.
2. Self-motivated, creative with exceptional follow-through skills.

Interested candidates may fax their cover letter and resume to (212) 306-5194, email to [HR.Recruitment@nycha.nyc.gov](mailto:HR.Recruitment@nycha.nyc.gov) or mail to:

New York City Housing Authority  
Human Resources Department  
90 Church Street, 5<sup>th</sup> Floor  
New York, NY 10007  
Attn: Senior Recruiter  
Job Code: Community Outreach Coordinator

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