



Lower 9th Ward  
Homeownership  
Association



## Revitalization & Community Engagement Specialist

The Revitalization & Community Engagement Specialist will be responsible for primary communication with the community as well as contributing to the development and expansion of public programs, projects, and services for an expanding diverse community of homeowners and renters.

### Responsibilities:

- Act as primary point of contact and communicator with our community of homeowners and renters as the community liaison for the L9WHA, establishing and maintaining a trusted bi-directional relationship with the community.
- Write full blight removal plan and coordinate green infrastructure projects according the plans developed at the annual retreat, supervise
- Supervise revitalization team staff and work with volunteers to maintain lots
- Coordinate with housing preservation specialist to address individual homeowner concerns with maintaining their lots (ie code enforcement, assessor's office, succession),
- Develop & facilitate education series to increase awareness about green infrastructure and homeownership preservation topics
- Design and implement impactful and creative programs to increase community engagement and expand L9WHA reach to our target audience
- Work collaboratively with representatives from government agencies, community organizations, community members, community leaders and businesses in the L9W
- Work with L9WHA Executive Director to produce content for community newsletter
- Design and implement qualitative and quantitative measurements to analyze program effectiveness
- Participate in brainstorming sessions and voice ideas often on how to evolve the community and community offerings.
- Facilitate the meetings of the community advisory boards and steering committees
- Leads and coordinates aspects of various educational outreach events in the communities we serve. Uphold the mission, goals, and reputation of L9WHA in all aspects of the job, including work with other staff, members, allies, elected and governmental officials, funders, and the media.
- Recruiting Water Wise Neighborhood Champions in the L9
- Coordinating Green Infrastructure (GI) 101 Workshops in the L9 and Outreach to the Community to get folks to these workshops
- Recruiting workshop attendees to a GI Tour
- Leading GI Visioning Sessions with L9W Water Wise Neighborhood Champions
- Coordinating and helping to oversee the implementation of green infrastructure projects (rain barrel builds/installs, rain gardens, etc) in the L9
- Other duties as necessary

### Financial & Grant writing



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- Coordinates, writes, and submits in a timely manner any progress reports required as well as the renewal application for the endowment funding.
- coordinate with development coordinator to raise necessary funds for support staff and project fees
- Provide administrative and operational support to the activities of the L9WHA
- Maintain accessible and complete records regarding resources, key contacts, evaluation data, number of individuals reached, etc.
- Assist in the collection and management of data for evaluation of community engagement activities.

#### **Administration**

- Participate in L9WHA staff meetings, planning retreats, leadership events, and other tasks consistent with staff responsibilities
- Submit bi-weekly report to direct supervisor
- Develop Annual work plan in conjunction with direct supervisor

**Supervisor:** Executive Director

**Schedule:** (40) Full-Time, Flex

60% GI & revitalization project administration

30% Outreach & Community Engagement

10% Social media & marketing