



DEPARTMENT OF

HOUSING AND COMMUNITY DEVELOPMENT

Community Programs Specialist

Salary: \$15.75 per hour

Type: Part-Time, 20-25 hours

Benefits: None

Date Posted: 8/9/2024

About HCDD

The Housing and Community Development Department is made up of three different departments: Code Enforcement, Neighborhood Relations, and Housing First. These functions of HCDD are all supported by and work closely with the Community Development Grants and Finance segments of the City to achieve a better Salisbury for today and the future to come.

Profile

The Community Programs Specialist (CPS) will support the Community Relations Division in identifying and implementing evidence-based programs and practices in the City's Community Centers and neighborhoods. The CPS will be the onsite contact for two community centers within the City of Salisbury, they will be responsible for planning and implementing both youth and adult programming. The CPS will assist the Housing and Community Development Department in the direct operational oversight of the of the community centers.

Preferred Education

High School Diploma or GED required.

Preferred Experience

Previous experience with community engagement and programming is preferred but not required. Previous experience working with youth is preferred.

Requirements/Certifications

None required.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Community Program Specialist

Grade: PART-TIME

Department: Housing and Community Development

FLSA Status: NE

Date: 08/09/2023

Position Profile: The Community Programs Specialist (CPS) will support the Community Relations Division in identifying and implementing evidence-based programs and practices in the City's Community Centers and neighborhoods. The CPS will be the onsite contact for two community centers within the City of Salisbury, they will be responsible for planning and implementing both youth and adult programming. The CPS will assist the Housing and Community Development Department in the direct operational oversight of the of the community centers

Duties and Responsibilities

1. Provide support to the primary tenants of the city community centers, including, but not limited to, scheduling of community events at the center, inclusion of third-party non-profits, rental of the center, afterschool activities and programming.
2. Assist in coordination of activities and events such as pop-up bus stops, neighborhood walks, and 3rd Friday events that provide opportunities for community members and city youth to engage with City officials and employees.
3. Identify, budget for and implement evidence-based practices and programs for the community centers.
4. Assist in building increased relations between the Community and the Salisbury Police Department.
5. Other duties as assigned by the Community Relations Manager.

Skills Proficiency/Strategic Planning:

1. Knowledge of government policies and procedures;
2. Knowledge of the City of Salisbury's community.
3. Ability to act as a representative of City of Salisbury to the public;
4. Ability to plan and organize special events, programs and projects;
5. Ability to effectively prioritize and multitask while paying attention to detail;
6. Ability to accurately prepare and maintain documents, records, reports.
7. Effective communication skills;
8. Experience with social media
9. Ability to work evenings and weekends.

Leadership/Team Leader: Act as a role model and peer leader among teammates and colleagues

- Cultivates, develops, and maintains professional relationships with other employees and members of the public.
- Acts as a role model for youth while at community centers and community events.

Stewardship/Financial: Safeguards equipment, supplies and materials

- Assists with the maintenance and upkeep of the office spaces and work area.
- Safeguards and maintains all equipment used in community centers and for outside events.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

Minimum Requirements:

- High School Diploma or GED
- Experience working with youth preferred
- Valid State of Maryland Driver's License

Physical Requirements

- Ability to lift up to 50lbs.
- Work environment includes working indoors and outdoors.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.