



DEPARTMENT OF

HOUSING AND COMMUNITY DEVELOPMENT

Community Program Coordinator

Salary: \$40,733-\$44,090

Type: Full-Time

Benefits: Full Benefits

Date Posted: 4/23/2025

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 Coordinator (CPC) will support the Community Relations Manager in identifying and implementing evidence-based programs and practices in the City's Community Centers and neighborhoods. The CPC will manage part-time staff, including scheduling and will be the staff support for the City's Youth Development Advisory Committee (YDAC). This position will assist the Housing and Community Development Department in the direct operational oversight of the community centers. The ideal candidate will have experience working with youth, planning events, and strong communication skills.

Education

Associate's degree in a related field, a bachelor's degree preferred, or equivalent combination of education and experience.

Experience

One year of experience in the field of community/youth engagement and/or community/youth programming

Requirements/Certifications

- Ability to lift up to 50lbs.
- Ability to work evenings/weekends
- Valid driver's license

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 Coordinator

Grade: 4

Department: Housing and Community Development

FLSA Status: NE

Date: 08/08/2023

Position Profile: The Community Programs Coordinator (CPC) will support the Community Relations Manager in identifying and implementing evidence-based programs and practices in the City's Community Centers and neighborhoods. The CPC will manage part-time staff, including scheduling and will be the staff support for the City's Youth Development Advisory Committee (YDAC). This position will assist the Housing and Community Development Department in the direct operational oversight of the community centers. The ideal candidate will have experience working with youth, planning events, and strong communication skills.

Duties and Responsibilities

- 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.
- Coordinate activities and events such as pop-up bus stops, neighborhood walks, that provide opportunities for community members and city youth to engage with City officials and employees.
- Identify, budget for and implement evidence-based practices and programs for the community centers.
- Manage and coordinate activities for the Newton Community Center After School Program.
- Manage and coordinate activities for the Youth Development Advisory Committee (YDAC) and facilitate the implementation of YDAC initiatives.
- Recruit for and oversee the City of Salisbury's Summer Youth Employment Program.
- Build increased relations between the Community and the Salisbury Police Department.
- Other duties as assigned by the Community Relations Manager.

Skills Proficiency/Strategic Planning:

- Knowledge of government policies and procedures;
- Knowledge of the City of Salisbury's community.
- Ability to act as a representative of City of Salisbury to the public;
- Ability to plan and organize special events, programs and projects;
- Ability to effectively prioritize and multitask while paying attention to detail;
- Ability to accurately prepare and maintain documents, records, and reports.
- Effective communication skills;

- Experience with social media
- Ability to work evenings and weekends.

Leadership/Team Leader: Provides guidance and oversight. Instills confidence and inspires action while maintaining accountability.

- Oversees a team of three (3) part-time staff members.
- Provides direction, and assists in resolving problems encountered.
- Establishes performance expectations and evaluates divisional and individual performance and effectiveness.

Stewardship/Financial: Prepares and manages operating budget within established guidelines.

- Participates in developing and managing the division's annual operating budget.
- Monitors and reviews revenues and expenditures within the budget.

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:

- One year of experience in the field of community/youth engagement and/or community/youth programming.
- An associate's degree in a related field, a bachelor's degree preferred, or equivalent combination of education and experience.
- Valid 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.