

## Community Programs Specialist

**Salary:** \$15.75/hour

**Type:** Part time- 20-25 hours/wk

**Benefits:** None

**Date Posted:** 2/12/2026

### 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 implementing both youth and adult programming with a focus on after-school club activities. The CPS will assist the Housing and Community Development Department in the direct operational oversight of the community centers.

### Education

High School Diploma or GED required

### Experience

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

Previous experience working with youth is preferred.

### Requirements/Certifications

Available to work evenings and weekends

Valid driver's license

### How to Apply

1 Visit [salisbury.md/apply](http://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

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Classification Title: Community Program Specialist

Grade: n/a

Department: Housing and Community Development

FLSA Status: NE

Date: 02/12/2026

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**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 on-site contact for two community centers within the City of Salisbury. They will be responsible for implementing both youth and adult programming with a focus on after-school club activities. The CPS will assist the Housing and Community Development Department in the direct operational oversight of the community centers

### **Duties and Responsibilities**

**Administrative Management:** Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner. Tasks could include the following:

- 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.
- Assist in the coordination of activities and events such as pop-up bus stops, and community events that provide opportunities for community members and city youth to engage with City officials and employees.
- Identify and implement evidence-based practices and programs for the community centers, including after-school club.
- Other duties as assigned by the Community Relations Manager.

**Skills Proficiency/Strategic Planning:** Skillful in the use of tools, hardware, software, and equipment.

- Ability to plan and organize special events, programs and projects in advance
- Has a strong commitment to accuracy, correct spelling and grammar, and attention to detail
- Able to use Microsoft Office products
- Ability to accurately prepare and maintain documents, records, reports
- Effective communication skills
- Brings creativity and fresh ideas to the position

**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 community centers.
- 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 Driver's License

### **Physical Requirements**

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

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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.