



Connecting People & Place to Build Community

ANTI-DISPLACEMENT COORDINATOR Job Description

The Anti-Displacement Coordinator (ADC) is an entry-level position for White Center Community Development Association responsible for the successful implementation of White Center “place-based” strategies for supporting local POC owned small business. This position will build strong community connections with small business owners to build equitable economic development opportunities in the White Center business district and serve as an advocate for affordable housing for White Center residents. The Anti-Displacement Coordinator (ADC) is a 30 hours per week position, \$18.00 per hour. Benefits are provided on a pro-rated basis

Application submittal: Application process closes on **Friday, February 15th at 11:59 pm PST**. Interested parties should send a resume and cover letter to Aaron@wccda.org. Please put “2019 ANTI-DISPLACEMENT COORDINATOR” in the subject line.

Position/Classification: Part Time Coordinator, Direct Service
Reports to: White Center Community Engagement Manager
Customers: WC residents, business owners, key partners, e.g. public and private sector funders, policymakers,
Competencies: Collaborative partnership facilitation, strategic planning and work integration, event planning, social media website management literacy

JOB DUTIES/MAJOR RESPONSIBILITIES

- **60% OF TIME: SMALL BUSINESS SUPPORT, HOUSING ADVOCACY AND PROGRAMMING SUPPORT**
 - Advocate, promote and implement equitable development principles for commercial development projects to preserve the ethnic and economic diversity of White Center.
 - Ensure that immigrants and people of color businesses are supported and engaged in the wider community.
 - Coordinate reoccurring programs that promote economic development and housing stabilization.
 - Support the community vision of implementing the CDA’s development role in real estate projects (Unity Village and WC Community Hub), community outreach coordination with development partners/consultants, etc.
 - Promote resident leadership, mobilization and advocacy through community programs like community historical walks, small business mixers and tabling at community events.

- Organize, recruit and support CDA signature events (e.g. annual Spring Clean event, WC5K, WC Annual Summit, etc.)
- **30% OF TIME: OUTREACH AND COMMUNICATION**
 - Attend staff and community meetings, maintain a regular office hour, occasional evening and weekend events.
 - Attend and serve as a liaison for the White Center Chamber of Commerce, Community development financial institutions (CDFI's), and Small Business Administration (SBA).
 - Coordinate digital media campaigns and provide website maintenance and updates.
 - Attend professional development opportunities (Undoing Institutional Racism Training, regional and national conferences) and other duties as assigned.
- **10% OF TIME: STRATEGIC USE OF DATA/EVALUATION**
 - Record outreach, engagement and referral efforts and outcomes on a regular and timely basis for our data collection system Apricot.
 - Employ business and housing community surveys and use data to identify program needs within the White Center Community and with community partners.
 - Support the Data and Evaluation Manager in the collection and analysis of community surveys, program evaluation and data needs for marketing materials.

DESIRED QUALIFICATIONS

- Proven strong interpersonal and relationship building abilities including experience and comfort with oral, written, listening and public speaking.
- Knowledge of community-led economic development resources and programs, housing/real estate development and project management.
- Ability to use innovative thinking and identify best practices to approach problems and resolve conflicts.
- Knowledge of planning and program development.
- Commitment to community and asset based development and organizing.
- Social media and website management experience such WordPress, Greater Giving, Facebook and Twitter.
- Strong ability to work with others, develop resources and build alliances.
- Ability to work in a fast-paced environment on a cross-functional team.
- Ability to communicate the CDA's mission and vision and strategic plan.
- Computer skills including word processing, database and presentation software.
- Second language proficiency preferred.

EDUCATION & EXPERIENCE:

The CDA seeks candidates with knowledge of in economic development and affordable housing, including commercial and residential real estate, urban planning or community organizing project at a level normally acquired through the completion of a Bachelor's Degree. Familiarity and/or residency with the White Center is preferred. Second language skill is a plus. However, any combination of experience and training that would likely provide the required qualifications and skills set will be considered.

PHYSICAL DEMANDS & WORKING CONDITIONS:

Work is performed in an office environment. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor. Some heavy lifting and physical labor is required during special events. This position requires occasional travel to meetings and conferences. Some evening meetings and/or weekend events will be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

This job description generally describes the principle functions of the position. It is not intended as a complete list of specific duties and responsibilities. Individuals may perform other duties as assigned. This is a ____% grant-funded position with an anticipated grant end date of _____. Although the grant is expected to end on that date, sometimes additional funding can be obtained to extend a grant beyond the end date. If that would occur, your employment under the grant might also be extended. However, you should be aware that your employment as a staff employee of the White Center Community Development Association is considered to be at will and may be terminated by you or the WCCDA at any time regardless of the end date of the grant.

PAY RATE

\$18.00/per hour. 30 hours per week.

Benefits are provided on a pro-rated bases

Equal Opportunity: The White Center Community Development Association prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, or sexual orientation in its programs and activities or in employment and application for employment as protected under state or federal law. We are an equal opportunity employer.