

LINDSAY HEIGHTS DEVELOPMENT DISTRICT
**JOHNSONS PARK NEIGHBORHOOD
ASSOCIATION**

... BOUNDARIES: 16TH TO 20TH STREETS, WALNUT TO FOND DU LAC
NEIGHBORHOOD PRESERVATION AND IMPROVEMENT

Date: March 8, 2010

Position: Healthy Neighborhoods Initiative Coordinator

Location: Johnsons Park Neighborhood Association, Inc., 1739 N. 19th Street, Milwaukee, WI 53205

Work week: Part time, 20 hours with some weekends and evenings, with the potential of full-time employment based on future funding.

Supervisor: Tony Gibson, Chairperson, Johnsons Park Neighborhood Association, Inc.

Purpose: The Johnsons Park Neighborhood Association, Inc. (JPNA) is seeking a Healthy Neighborhood Coordinator as part of a one-year program to increase health and wellness in the Johnsons Park neighborhood of Milwaukee, funded by the Greater Milwaukee Foundation.

Background: JPNA is deeply committed to turning around a community through extensive community organizing, grassroots efforts. JPNA has established a strong homeownership market and an improved rental market within the neighborhood through employing several strategies to improve the neighborhoods image both within Johnsons Park neighborhood and citywide. These strategies are:

- 1) Healthy neighborhoods event and activities programming;
- 2) The Johnsons Park Neighborhood History Project
- 3) The beginning of a Corner Store initiative to address a problem property in the neighborhood.

Description: To move JPNA's healthy neighborhood strategies forward, JPNA seeks a coordinator to give more structured focus to the Association's primary goals and initiatives. The candidate we are looking for should have an interest in community development and working with nonprofit organizations. The candidate needs to be willing to help with organizational development and capacity building. The candidate will work with current collaborative efforts. Grant writing will also be a function of the position. JPNA would like to hire someone to fill this position by March 31, 2010 with the hope that the candidate would be interested in a multiple-year commitment, contingent upon funding.

Essential Duties:

- Continue to build the capacity and sustainability of the JPNA Healthy Neighborhoods initiative through community organizing, meaningful resident engagement and consensus building, informed by ongoing evaluation of process, products, and outcomes.
- Assist in the development, marketing, implementation, and evaluation of annual JPNA programs and activities.
- Serve as a liaison between funding agencies, community partners, academic partners, and the JPNA.
- Work to identify and develop grant proposals to further the work of the JPNA in conjunction with the Board of Directors.
- Provide administrative support for the JPNA in collaboration with the Chair person of JPNA and the Board of Directors
- Is aware of the JPNA budget and assists the JPNA Treasurer in record keeping according to timelines specified by the Board of Directors.
- Coordinate with university-based service learning programs in conjunction with the Chairperson.
- Performs other related duties as required or assigned.

Qualifications

- 1) Demonstrated experience in community development and organizing.
- 2) Demonstrated experience working with residents at the neighborhood level.
- 3) Demonstrated knowledge of organizational development and management.
- 4) Basic grant writing skills.
- 5) Strong written and verbal communication skills and interpersonal skills.
- 6) Knowledge of how partnerships operate and demonstrated passion for building reciprocal relationships.
- 7) Basic computer skills, such as familiarity with Microsoft Office suite and internet search skills.

Salary: This is a one-year, part-time (20 hours/week) position beginning asap. Some evenings and weekends are required. Salary is negotiable and can be on a contract basis.

To apply, please send resume and cover letter electronically to the email below BY MARCH 19, 2010:

info@jpna-milw.org AND tgibson4@msn.com

Tony Gibson, Chairperson of JPNA, Inc.

1739 N. 19th Street

Milwaukee, WI 53205