



**Job Listing:**  
**Community Engagement Coordinator**

Posted: June 7, 2019

Applications Due: June 28, 2019

The Greater Syracuse Land Bank is seeking a full-time Community Engagement Coordinator. Founded in 2012, the Land Bank is a local public authority and a 501(c)3 not for profit devoted to the redevelopment of vacant, abandoned, and underutilized properties throughout Onondaga County. Please review [www.syracuselandbank.org](http://www.syracuselandbank.org) for more information on the Land Bank, its programs, and its mission. This employee will join a team of six staff persons and will report to the Land Bank's executive director. We are seeking an energetic team member who possesses a broad range of skills, the flexibility and willingness to tackle special projects as they arise, and enthusiasm for our organization's mission.

**Responsibilities**

The Community Engagement Coordinator will be the primary liaison between the Land Bank and residents and community-based organizations within the City of Syracuse. The Community Engagement Coordinator's tasks will include:

1. Participate in regular, existing meetings and plan new ones with block clubs, neighborhood associations, churches, business associations, and other community-based groups to engage in two-way communication:
  - a. Stay informed about community priorities and concerns and gather feedback from residents about Land Bank plans, strategies, and grant applications
  - b. Answer questions, address concerns, and inform the public about the Land Bank's day-to-day work, plans, and programs
2. Support and represent the Land Bank at community events, especially those that connect to its mission, such as Home Headquarters' Annual Block Blitz, Syracuse Grows' Garden Resource Drive, and others.
3. Seek out and/or create new opportunities to engage with the community, such as hosting focus groups on targeted geographies, using social media, and tabling at community festivals and events.
4. Oversee the design, implementation, and management of a program to train and develop a cohort of residents in areas with high concentrations of Land Bank properties into "Land Bank ambassadors."
5. Promote sale of Land Bank properties to current neighborhood residents – either renters transitioning into homeownership or existing homeowners reinvesting in their own neighborhood by purchasing rental properties. Educate the public about how to finance these purchases and enlist partners to help promote this investment from within the existing community.
6. Share feedback from community groups with Land Bank staff and board and serve as a community advocate within the Land Bank to address community concerns.
7. Assist the Land Bank Planning and Neighborhood Revitalization Team in developing plans, strategies, and grant applications that are responsive to resident concerns:
  - a. Provide resident input into plans, strategies, and grant applications for demolition, blight elimination, and redevelopment.
  - b. Build community support for grants for redevelopment and blight elimination.

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[www.syracuselandbank.org](http://www.syracuselandbank.org)

## Qualifications

Applicants should possess:

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods, preferably with experience living, working, or volunteering in communities and neighborhoods where the Land Bank's work is focused.
- Experience with community engagement, community outreach, and/or volunteer coordination
- Strong public presentation and public speaking skills
- Empathetic to individuals in difficult social and economic conditions
- Comfortable with organizational change in a fast-paced work environment
- Ability to work independently and in a team environment
- Proficient in Microsoft Office Suite
- Excellent written and oral communication skills
- Ability to work a flexible schedule (evening and weekend meetings will be required)
- Valid NYS driver's license or, if presently living in another state, a valid driver's license from that state and the ability and willingness to obtain a NYS license.
- Ability and willingness to use your own reliable vehicle for work-related travel to Land Bank owned properties and meetings throughout Onondaga County.
- Must reside in or be willing to move to Onondaga County.

## To Apply

Submit a resume, including two references, and a cover letter to [lavery-dougherty@syracuselandbank.org](mailto:lavery-dougherty@syracuselandbank.org) by 5:00 PM June 28, 2019. Interviews with the Personnel Committee will be scheduled for early July. This committee will select a candidate who they will recommend for the Board of Directors' approval at their regularly scheduled meeting on July 16.

## Compensation and Benefits

Salary: DOE

Benefits include matching contributions to an employee retirement savings account (matching 1:1 up to 5% of employee salary), generous employer contributions to health, dental, and vision insurance, and 20 days of paid time off per year (sick and vacation time combined). In addition, the Land Bank observes ten paid holidays each year.

## Questions

Contact Luke Avery-Dougherty, Director of Administration/CFO, at [lavery-dougherty@syracuselandbank.org](mailto:lavery-dougherty@syracuselandbank.org) (preferred) or (315) 422-2302.