



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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COMMUNITY DEVELOPMENT SPECIALIST II COMMUNITY AND ECONOMIC DEVELOPMENT OFFICE

POSTING DATE: January 9, 2015
RATE OF PAY: \$47,869 / Annually
EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: January 23, 2015
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: 17
UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the administration, implementation, and management of a diverse 15-20 member AmeriCorps program, which includes various sites throughout the greater Burlington area. In addition to fiscal and programmatic oversight of the program, the Development Specialist will perform a variety of tasks related to recruitment, placement, and training of AmeriCorps members. This position will also provide support and resources to the program's non-profit and City partners.

ESSENTIAL FUNCTIONS:

- Develop and maintain relationships with local, state and national Corporation for National and Community Service (CNCS) staff.
- Prepare annual grant application to CNCS and oversee bi-annual reporting to CNCS.
- Develop and implement a strategic plan for long-term sustainability of the CNS program and services.
- Ensure compliance with federal regulations and grant compliance.
- Work with Assistant Director for Community Development and Administration, and CEDO Assistant Director of Finance to prepare and oversee program budget including payroll, expenditures, and cost-share program development and invoicing.
- Ensure that AmeriCorps members and sites comply with federal regulations and grant requirements.
- Develop and conduct annual and mid-year evaluation of program performance and effectiveness.
- Coordinate annual community based site placement process including evaluation of current sites and development of new sites. Develop and oversee program media, outreach, and public relations strategy. Create and develop communications strategies for team members and supervisors, including coordinating monthly AmeriCorps team meetings. and speaking directly but sensitively about issues of race, class, gender, sexuality, and other aspects of diversity and oppression within an institutional framework.
- Provide daily supervision to one CEDO AmeriCorps team leader.
- Develop and maintain relationships and communication with site supervisors and conduct periodic site supervisor meetings.
- Develop, coordinate and implement annual Orientation and ongoing professional development training for AmeriCorps members. Provide coaching, feedback and guidance as needed to AmeriCorps team members and site supervisors.
- Develop and implement new programs to meet expressed community needs or concerns with AmeriCorps members and resources including the development of new approaches for organizing across difference.
- Provide technical assistance, facilitation, strategic planning and cultural competency support to community based partners, and other City Departments involved in the AmeriCorps program and other community development initiatives as needed.
- Report regularly on progress to Assistant Director for Community Development and Administration.
- Maintain office duties in CEDO including but not limited to attending staff meetings, participating in division planning, and attending training.
- Other duties as assigned.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's degree or equivalent experience in areas of public administration and community development.
- A minimum of two years of experience in community development and public administration experience required.
- Previous experience with AmeriCorps or AmeriCorps*VISTA program management preferred and knowledge of National Service programs. Experience with supervision of interns or volunteers. Previous grant management experience required.
- Demonstrated success in grant writing and management.
- Demonstrated ability to be creative in program design and development.
- Knowledge of management principles and practices; demonstrated ability to motivate others to accomplish work is required.
- Knowledge about Burlington's ethnic and cultural diversity required.
- Direct experience in working with people from diverse backgrounds.
- Excellent administrative skills including the ability to develop, forecast and manage federal budget, adhere to federal grant guidelines, and maintain accurate fiscal records.
- Experience in developing and delivering technical assistance, facilitation and training to community service audiences.
- Demonstrated ability to work in a team environment, while also working independently.
- Demonstrated ability to develop and implement training programs.
- Volunteer management, including recruitment and support, highly desirable.
- Ability to work effectively under pressure of deadlines, budget constrictions, and conflict of interests.
- Excellent public relations, group development, negotiation and meeting skills.
- Demonstrated ability to inspire community participation, manage volunteers and plan projects with multiple stakeholders and partners.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Computer literacy in word processing, desktop publishing and spreadsheets.
- Excellent oral and written communications skills.
- Evening and weekend availability.

To Apply: Submit resume, cover letter, and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.