



Job Description

Job Title: Preventive Services Coordinator
Department: Community Building & Engagement
Reports to: Director of Community Building & Engagement
FLSA Status: 28 hours per week, Non-Exempt
Hourly Rate: \$22.86-\$27.86 DOE

About Community Housing Development Corporation

Here at CHDC we strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve. Community Housing Development Corporation is committed to building a staff that is rich with cultural, social, and experiential diversity.

POSITION SUMMARY

Under the supervision of the Director of Community Building & Engagement, the Preventive Services Coordinator (PSC) will be the main point of contact for community members surrounding the North Richmond Primary Mitigation Area. S/he/they will work with the City of Richmond and County Contra Costa County to implement a specified Expenditure Plan strategy, along with overseeing the tracking and reporting of data related to illegal dumping throughout the city & county.

PRIMARY RESPONSIBILITIES

- The lead representative that will receive information, compliments, and concerns from residents, community members, and other organizations about illegal dumping throughout the City of Richmond & Country Costa County
- Work with the North Richmond Illegal Dumping Database system to enter in all required information
- Refer information about dumping, blight and/or related issues to the applicable/ entity within a timely manner
- Generate monthly worksheet reports showing all disposal vouchers that have been issued and submitted monthly to designated city & county staff members.
- Notify direct supervisor of any community feedback about possible mitigation strategies
- Prep, prepare, and submit to the county article/s with content for the community's newsletter and/or the NRGreen.org website
- Notify the City and County on all material expenses for the program, unless otherwise approved in writing by the City or County for purchasing.



- Document detailed notes of all community meetings, presentations, and seminars that are attended by the Preventive Services Coordinator and share content with direct supervisor
- Actively raise awareness and encourage increased utilization of the Disposal Vouchers and Bulky Pick-up program.
- Work closely with community members, Richmond Sanitary Service, and City/County staff members to ensure that all residents have adequate garage collection services.
- Other duties as assigned

REQUIRED QUALIFICATIONS

- B.A. Degree in Community Organizing, Public Relations or related field, and/or 2-3 years of direct community organizing experience.
- Possession of a valid California driver's license and insurance
- Commitment to CHDC's mission and service to the community.
- Strong planning and organizational skills.
- Sensitivity to residents and community issues.
- Ability to work in collaboration with individuals and organizations.
- Excellent written and oral communication skills.
- Experience with Microsoft Office applications
- Willingness to work demanding and flexible schedule, including nights and weekends.
- A background clearance is required
- Proof of full vaccination is required from Covid-19

PHYSICAL REQUIREMENTS:

- Must be able to remain stationary for extended periods of time.
- Must be able to move throughout the office, access files, and meet with community stakeholders.
- Requires the mental acuity to perform the essential functions as outlined in an accurate and timely fashion.
- Must be able to lift at least 25 pounds.

How to apply:

Please send application to Rhuntley@communityhdc.org

Benefits:

Medical Insurance, Vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Plan.

[Equal Opportunity & Equity Statement](#)

Community Housing Development Corporation is an equal opportunity employer that values diversity as central to our work serving the bay area. We comply with all applicable state and local laws governing nondiscrimination in employment. Our practices are in alignment with our commitment to workplace equity, diversity, and inclusion. We foster a work environment where our current and future staff feel welcomed without regard to race, color, religion, gender identity, national origin, sex, age, disability or sexual orientation.