

## **SIXTEENTH STREET COMMUNITY HEALTH CENTER**

**POSITION: NEIGHBORHOOD REVITALIZATION  
COORDINATOR  
PAY GRADE: 7**

**LOCATION: SSCHC**

**DEPT: ENVIRONMENTAL HEALTH**

### **GENERAL STATEMENT OF DUTIES:**

This position will engage and work with community members to develop neighborhood-based projects that will help to improve the environmental economic, and social conditions of Milwaukee's south side.

### **JOB RESPONSIBILITIES:**

1. Collaborate with project partners and advisory groups to advance the objectives of the Department of Environmental Health's Sustainable Development Program.
2. Implement projects that seek to improve the built and natural environment at the neighborhood scale, strengthen formal and informal social networks, and develop enhanced economic opportunities for residents and business owners.
3. Develop and execute community outreach campaigns that connect residents, property owners, business owners and other stakeholders to each other and to neighborhood revitalization initiatives and community health projects.
4. Develop and disseminate graphic and narrative outreach materials and make public presentations that communicate complex urban conditions, exposure risks and health impacts to SSCHC's client population, the general public and other project stakeholders.
5. Assist in organizing and coordinating meetings and special events.
6. Identify and support efforts that mobilize neighborhood residents and build their leadership skills and abilities.
7. Assist in the identification of funding sources, development of grant proposals, completion of grant reports, and other administrative duties.
8. Assist with other program initiatives and perform other responsibilities as needed under the direction of the Director of Environmental Health.
9. Comply with SSCHC TB Control Plan, including PPD testing.

### **QUALIFICATIONS:**

1. Bachelor's Degree in urban studies, urban planning, communications, human services or related field of study.
2. Demonstrated professional experience in urban development, neighborhood revitalization, community outreach, community organizing or related field.
3. Strong understanding of community and environmental health issues; working familiarity with Milwaukee's south side preferred.
4. Exceptional bilingual (Spanish/English) written and oral communication skills required.
5. Ability to effectively present written and verbal information and respond to questions from the general public and other project stakeholders.
6. Ability to work independently and in a group setting.
7. Ability to relate well to people of various ages and from diverse ethnic and cultural backgrounds.

8. Proficiency with Microsoft Word, Excel and Powerpoint applications required; experience with Microsoft Access or similar database platforms and experience with Geographical Information Systems preferred.
9. Ability to maintain a valid Wisconsin driver's license, regular use of a car, current auto insurance and ability to travel throughout the Milwaukee area.

**MENTAL AND PHYSICAL REQUIREMENTS:**

Position required manual dexterity for operating standard office equipment. Must be able to operate video display terminal equipment and sit for long periods of time. The employee is frequently required to stand, walk and reach with hands and arms. Good hearing is necessary to receive detailed information through oral communication. Visual acuity is needed to verify accuracy of written materials. Must have ability to work successfully under stressful conditions, and must be capable of adapting to varying workloads and work assignments on a regular basis. Must be physically capable of leading outdoor educational and recreational activities, including but not limited to nature walks, fishing, and canoeing and strenuous river clean-ups.

**WORKING CONDITIONS:**

Must understand and accept the possibility of exposure to indoor and outdoor environmental conditions and hazards such as communicable diseases, noise, blood, blood borne diseases, physical injury and verbal abuse from an out of control patient or client.. Must be able to comply with CDC Universal Precautions when indicated. The employee must be able to comply with the Sixteenth Street Community Health Center TB Control Plan including PPD skin testing as required. Exposure to varying and extreme weather conditions while conducting various activities. Occasional evening and weekend hours are necessary.

**LINES OF SUPERVISION:**

The Environmental Health Educator reports to the Director of Environmental Health.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this job class. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.