



## **JOB ANNOUNCEMENT for Layton Boulevard West Neighbors, Inc.**

**POSITION:** Community Outreach Manager (Bilingual – Spanish/English)

**REPORTS TO:** Executive Director / Community Outreach Team Leader

**STATUS:** Full-time

**SALARY:** Based on experience and qualifications

Do you want to make an impact in improving quality of life in Milwaukee neighborhoods? Layton Boulevard West Neighbors, Inc. ([LBWN](#)) is an innovative community development corporation building strong and healthy neighborhoods in Silver City, Burnham Park, and Layton Park. Founded by the School Sisters of St. Francis in 1995, LBWN has leveraged more than \$47 million in neighborhood improvements. Since this time, LBWN has grown in size, budget and impact as a Wisconsin leader of community and economic development.

LBWN seeks a highly-motivated, bilingual (English-Spanish) Community Outreach Manager who will engage diverse neighborhood stakeholders to plan and implement a variety of community improvement initiatives that enhance neighborhood pride and safety, strengthen the local economy, and contribute to our neighborhoods' strong identity as a great place to live, work and play!

This position will be responsible for achieving many of the goals outlined in the [Quality of Life Plan](#), a shared vision for the neighborhoods' continued growth that over 250 neighbors and stakeholders created in 2011.

### **Specific Duties of the Community Outreach Manager:**

#### **Community Outreach in Silver City (50%)**

- Actively listen and plan with neighbors to ensure that neighborhood initiatives yield participation of a diverse group of residents, business owners and other stakeholders in the Silver City neighborhood.
- Build neighbors' capacity to manage community initiatives in order to ensure long term sustainability of neighborhood projects.
  - Organize block clubs, block leader networks and leadership trainings.
  - Facilitate and support project planning and meetings to address concerns and opportunities.
    - Facilitate the identification and implementation of neighborhood projects that address community safety, neighborhood pride or physical conditions.
    - Collaborate with existing and develop new leaders to strengthen the impact of public space improvements such as Arlington Heights Park, Madison Garden, Shea Garden and more.
    - Foster social engagement among neighbors through block gatherings and parties.
- Make personal contacts with neighborhood residents through door-to-door activities and one-on-one interviews.
- Collaborate with City departments, police department, Community Prosecution Unit, and neighborhood agencies to address specific challenges and eliminate hot spots.
- Cultivate existing and attract new partnerships that achieve goals of the Quality of Life Plan.

#### **Community Event Management (30%)**

Plan and implement events that foster social engagement, enhanced neighborhood identity and increased economic activity such as the Silver City International Festival, Trick or Treat Street, Annual Gathering and others.

- Lead development of program for all events.
- Work with Development Manager to secure sponsorships.
- Coordinate all logistics including: Identify venue; recruit artists, vendors, volunteers, and other partners.
- Engage neighborhood residents and business owners in the planning and coordination of special events in order to ensure long term sustainability of these community development efforts.
- Ensure appropriate event follow-up that may include: thank you letters, financial records, clean-up, evaluation, etc.

### **Success Measurement and Program Support (20%)**

- Collect and compile data to track impact of community initiatives and inform forward-looking decisions.
- Utilize Expected Results Chart to track progress of achieving neighborhood outputs and outcomes.
- Develop and manage budgets that support the Community Outreach Manager's work.
- Assist in writing grant proposals, grant reports, and sponsorship requests in coordination with Development Manager.
- Work with Community Outreach Team Leader to track community impact data.
- Write reports for newsletters, annual reports, and other publications.

### **Other:**

- Participate in staff and board meetings;
- Other duties as assigned.

### **The ideal candidate has the following strengths:**

- Strong cultural competency and experience working with diverse populations.
- Excellent oral and written communication skills (English-Spanish required).
- Self-starter capable of working independently to achieve results.
- Experience working in a collaborative environment to align strategies with team members.
- Strong organizational, time management and planning skills required to balance multiple projects at once.
- Ability to organize relevant data in order to analyze community impact.
- Experience in fund development, sponsorship requests, and budget management desired.
- Excellent problem solving skills.
- Strong ability to think on your feet.
- High attention to detail.
- High degree of professionalism, flexibility and initiative.
- Availability to conduct weekend and evening activities (required).
- Post-high school education in urban studies, community development, or related field.
- Professional experience in community and economic development.

To ensure full consideration for the position, all application materials should be received by Friday, May 4; however, position will remain open until filled. Please send resume, cover letter and three references to:

Brianna Sas-Pérez, Executive Director | Layton Boulevard West Neighbors, Inc.  
brianna@lbwn.org | www.lbwn.org

**LAYTON BOULEVARD WEST NEIGHBORS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE  
WORKPLACE**