



## Outreach Coordinator

24 hrs/week, including some occasional evenings and weekends  
Reports to: STL Vacancy Collaborative Director

### Overview:

#### Position Summary

The STL Vacancy Collaborative (“VC”) is seeking a part-time Outreach Coordinator to help support an interdisciplinary and collective effort to address vacant and abandoned properties in the City of St. Louis. This position will be housed within the Community Builders Network of Metro St. Louis (“CBN”), the VC’s fiscal agent.

The Outreach Coordinator is tasked with providing administrative, logistical, and community outreach assistance to the VC Director, Vacancy Strategy Project Manager and VC Steering Committee with the efforts of the Vacancy Collaborative as it relates to the fulfillment of the City of St. Louis’s Community Development Administration (“CDA”) Vacancy Strategy Initiative. Additionally, the Outreach Coordinator will provide regular support for the VC’s 5 project groups in the form of technical assistance in setting and promoting monthly meetings.

The VC is seeking candidates who are innovative, passionate about community development, and working together to create a more vibrant city by improving the well-being of its residents and delivering more equitable outcomes for its residents. This is a part-time, hourly position funded, in-part by a 2-year contract with the CDA which began in June 2023. This position has the potential to go full-time, pending additional funding.

#### About the Vacancy Collaborative and Community Builders Network of Metro St. Louis:

The Vacancy Collaborative is a public-private initiative that deploys a coordinated and collaborative problem-solving approach to the reduction of vacant and abandoned properties in the City of St. Louis. This collaboration has been based on the goals and recommendations set forth by reports from the Center for Community Progress (2016)<sup>1</sup> and Asakura Robinson Company (2017)<sup>2</sup>. The VC builds upon existing vacancy efforts and incorporates expert recommendations to align partners across sectors to address our City’s vacancy challenge.

CBN, the VC’s fiscal sponsor, is a coalition of nonprofit community-building organizations and associate members comprised of lenders, philanthropy, nonprofits, and government actors, working to build vibrant neighborhoods.

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<sup>1</sup> Center for Community Progress, “Developing a Shared Vision and Strategies to Address Vacancy and Abandonment in the city of St. Louis,” available at

<http://www.communityprogress.net/publications-pages-396.php>

<sup>2</sup> Asakura Robinson, “St. Louis Land Bank Assessment Final Report,” available at

<https://www.stlouis-mo.gov/government/departments/sldc/documents/st-louis-land-bank-assessment-final-report-feb-2017.cfm>



## **Skills & Qualifications:**

### Technical skills and experience

Preferred candidates will have the following qualities and experience:

- Strong written and verbal communication skills
- Familiarity with Zoom and other virtual conferencing platforms
- Excellent computer skills, including using Google Drive and Microsoft Office products
- Demonstrated ability to stay on schedule, set timelines, and meet deadlines
- Some experience with working with communications applications for website development/editing (such as WordPress or Weebly) and newsletter content (such as MailChimp or Constant Contact)
- Some basic graphic design skills and familiarity with Canva preferred
- General understanding of St. Louis' history and the causes of our current vacancy challenge, familiarity with urban communities, and knowledge of the built environment and/or physical infrastructure of cities

### Interpersonal skills and traits

- Commitment to collaborative processes and problem-solving
- Regularly communicative with colleagues, volunteers, and leadership about challenges and accomplishments
- At ease with public speaking and giving presentations to small and large groups
- Outgoing, friendly, and assertive in outreach activities and events
- Passion for community building and community-based planning and development
- Commitment to advancing racial equity and equitable development
- Willingness to work in a variety of settings and occasional hours outside the normal business day as needed

## **Duties:**

The following are the Outreach Coordinator's key tasks & responsibilities:

- Support the VC's 5 project groups by assisting in meeting scheduling, reminders, agenda setting with co-chairs, notetaking, and dissemination of notes post-meetings. Co-facilitate and provide technical support for meetings as needed.
- Compile and maintain organized electronic files of agendas, meeting minutes, and other important documents per project, in pdf and original format, accessible to other team members.
- Assist in developing and disseminating related internal and external communications. This includes: providing content creation and/or coordination for public-facing materials.
- Represent the STL Vacancy Collaborative at community and partner convenings



- The Outreach Coordinator may be requested to perform job-related tasks other than those described above.

**Compensation:**

The Outreach Coordinator will be compensated with an hourly salary of \$25/hr with a regular schedule of 24 hours per week (ideally 4 days/week, 6 hrs/day) with some flexibility. Additional hours, as needed, will be capped at a maximum of 28 hours/week.

**Working Location:**

This is a hybrid in-person/remote position, with occasional in-person meetings within the City of St. Louis, including some nights and weekends at outreach events. A laptop will be provided.

**How to Apply:**

Please email a resume and cover letter to Torrey Park at [torrey@communitybuildersstl.org](mailto:torrey@communitybuildersstl.org).

**Deadline:**

Open until filled. Priority will be given to applicant submissions received by 3/29/2024.