



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Department: Community & Economic Development (PECCDC)
Classification: part-time temporary
Hours: 15-20 to hours per week- /flexible/weekends
Duration of Position: Contingent upon funding
Reports to: Manager of Community Engagement and Partnerships

A Community Connector serves their community by building relationships with individuals and organizations to drive positive change in their neighborhood.

Program Overview:

PEC’s Community and Economic Development team responds to community needs and build on neighborhood assets to help bridge the digital divide, expand mixed-income housing opportunities, stimulate economic growth, create wealth, and improve the quality of life for all West Philadelphia residents. PEC’s Community Connector outreach and engagement leadership development program is a civic and career exploration model designed to cultivate 21st century leaders (ages 16-24) specifically from Promise Zone communities.

Job Description- Position Summary:

Community Connectors support the work of PECCDC’s quality of life initiatives, determined by residents in the Make Your Mark neighborhood plan. In this role, you can expect to engage neighbors to access local resources such as emergency food, free workshops, public computer labs, wellness programs, classes and much more. You will also facilitate programs for other youth, coordinate community beautification and environmental services, support creative place-making, create a dialogue with neighbors and engage in advocacy, professional development, and mentoring.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct outreach several ways: door to door, resource tables, surveys, and social media.
- Actively engage and maintain relationships.
- Facilitate, coordinate, and execute PECCDC’s quality of life and advocacy programs/events: Food Cupboard, uGO Community Fitness Initiative, Creative Place-Making with Everyday Places, Barnes Foundation & Heritage West, Penn Museum, Voters Registration Drives, Mothers & Father’s Day neighborhood events, Lancaster Avenue Jazz and Arts Festival, Love Your Park cleanup events, Expungement Clinics, Health Fairs, back to school and holiday turkey giveaways, the Fire and Ice Kwanzaa event and more.
- Participate weekly in PEC’s Digital Inclusion and Technology class.
- Network in the public and private sectors to promote community awareness and engagement and more.
- Promote and communicate PEC’s programs, services, special events and projects.
- Collect data, document activities, and prepare activity reports.
- Participate in the Community Connector Institute training classes
- Attend all PEC staff meetings, trainings, and professional development.

Administration & Community Development
 Rowan House
 325 North 39th Street
 Philadelphia, PA 19104
 P: 267-777-5800
 F: 267-777-5885

Employment Services, Income Supports, Digital Inclusion, & Policy
 Families First
 3939 Warren Street
 Philadelphia, PA 19104
 P: 267-777-5865

Housing & Services
 Gloria's Place
 3902 Spring Garden Street
 Philadelphia, PA 19104
 P: 267-777-5868
 F: 267-777-5886

Email: pec@pec-cares.org
 Website: www.pec-cares.org
www.facebook.com/PeoplesEmergencyCenter
www.facebook.com/LancasterAvePhilly



Donor Option #00248



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- Provide administrative and logistical support for Neighborhood Advisory Council and at community meetings.
- Serve as a positive role model, an ambassador for PEC.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- High-school student, GED or some college
- Must be able to walk long distances
- Experience and comfort working in a team environment
- Ability to lift up to 50 lbs.
- Must be comfortable with public speaking
- Proficient in time management, organizational, and team building skills
- Must be reliable, approachable, and self-motivated
- Commitment to their neighborhood and resident-driven solutions
- Ability to interact positively with a wide range of people
- Desire to learn from team members
- Willingness to take initiative
- Creative and resourceful

Resumes to resumehr@pec-cares.org and resumecdc@pec-cares.org

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

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