



# 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:** Director of Community Engagement and Partnerships

## 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 21<sup>st</sup> 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 local 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, drop spots, resource dissemination, surveys and social media.
- Actively engage and maintain relationships with, residents, clients, community groups and program participants.
- Facilitate and coordinate PECCDC's quality of life Programs: Food Cupboard, uGO Community Fitness Initiative, creative place-making, advocacy, and sustainable and greening projects.
- Network in the public and private sectors to promote community awareness and engagement.
- Promote and communicate PEC's programs, services, special events and projects.
- Collect data, document activities and prepare activity reports.
- Participate in professional development trainings (Community Connector Institute)
- Provide administrative support and program coordination for Neighborhood Advisory Council and Community Engagement Departments.
- Serve as a positive role model.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

- High-school student, GED or some college
- Must be able to walk long distances

(continued on next page...)

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 Rowan House  
 325 North 39th Street  
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 P: 267-777-5800  
 F: 267-777-5885

*Employment Services, Income Supports, Digital Inclusion, & Policy*  
 Families First  
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*Housing & Services*  
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 www.facebook.com/LancasterAvePhilly



Donor Option #00248



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- Experience and comfort working in a team environment
- Must live in Mantua, Belmont, Mill Creek Saunders Park or West Powelton
- 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 and self-motivated

**Please forward resumes to JoAnn Crisomia at [jcrisomia@pec-cares.org](mailto:jcrisomia@pec-cares.org) or [ndiaz@pec-cares.org](mailto:ndiaz@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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