Community Life Intern Position Description

About The Community Builders
The mission of The Community Builders, Inc. is to build and sustain strong communities where people of all incomes can achieve their full potential. Community Life is our community-based model that supports families to build their own success. We work with residents and neighborhood partners to create success plans for the entire community. Community Life connects residents with the resources they value most, to make stable housing a platform for opportunity and success. Our evidence-informed approach measures progress and outcomes for early education, youth development, asset building, workforce development, civic engagement, and health. We are rooted in the neighborhoods where we work, collaborating with innovative local partners to share resources, design programs and deliver results.

Reporting Structure: Reports to the Community Life Service Coordinator

Description: The Community Life Intern will work closely with the Community Life Service (CL) Coordinator to engage the following neighborhood stakeholders for purposes of neighborhood improvement: residents, property and business owners, police department, city staff, elected officials, church leaders, service providers, nonprofit and for-profit developers, teachers, principals, and students. The Community Life intern will ensure resident and community success through close work with Community Life staff, property management, planning programs and other on-site opportunities for residents. Housing stabilization, health and wellness, education, workforce development, financial literacy and youth development are areas of focus that will be delivered through referrals to quality, local partners, on-site programming and individual coaching facilitated by the CL coordinator. Other essential functions include:

- Build a positive relationship with residents to understand their needs and aspirations
- Create consistent outreach and communication with residents, including newsletters, flyers, and telephone calls.
- Use TCB’s data collection system, Yardi, Efforts to Outcomes (ETO) to document interactions with residents. (Interns will be trained on how to utilize this software).
- Align initiatives with the outcomes, mission and goals of TCB Community Life.
- Build knowledge of appropriate community services and resources to make appropriate referrals for residents.
- Performing project-specific outreach to nonprofits and other external partners.
- Assisting with meeting and event planning and organization.
- Assist the CL coordinator with workshops on financial literacy and workforce development

PROFESSIONAL REQUIREMENTS:
- Group facilitation skills
- Strong interpersonal and communication skills, written and verbal.
• Good analytical, negotiation, and problem-solving skills  
• Strong time and task management skills  
• Genuine commitment and sensitivity to residents and community issues  
• Respect for economic and cultural diversity, experience working with diverse groups of people  
• Highly motivated and independent, yet team-oriented  
• Must be able to work some evenings  
• Ability to collect, track and understand data in order to assess programs and partnerships and inform strategies  
• Capable of building and maintain positive relationships with a wide variety of stakeholders, including but, not limited to: residents, senior staff, volunteers, interns, and community partners  
• Computer and other standard office equipment skills sufficient to prepare flyers and other communications, maintain databases, email, and website posting.

CONTACT INFO: Please send cover letter, resume, and one professional reference (upon request) to Chandel Gibbs (chandel.gibbs@tcdbc.org).

By mail:
Chandel Gibbs, Community Life Service Coordinator
The Community Builders at Kensington Square 1327 Chapel Street, New Haven, CT 06511
(203)745-4558
The Community Builders is an Equal Opportunity Employer

About the Community Life Service Coordinator:

Chandel Gibbs currently serves as the Community Life Service Coordinator for The Community Builders at Kensington Square. She graduated from Southern Connecticut State University in 2014 with a Bachelor of Science degree in Sociology. She is currently pursuing a Master of Arts degree in Industrial-Human Resources Psychology at the University of New Haven. Chandel has over five years of combined experience working in human services and community organizing. She previously worked at Neighborhood Housing Services of New Haven as a Community Engagement Specialist.