Frayser CDC- Job Description
Frayser Connector…2022

Report to: Frayser Connect Program Manager

Supervised and evaluated by: Frayser Connect Program Manager and Frayser CDC Executive Director

Purpose of Position: The Frayser Connector is responsible for design and administration of the Frayser Connect program, a program of the Frayser CDC. This program engages with community stakeholders and residents

Full-time: 40 hours per week, flexible hours, remote work allowed

Compensation- full-time pay $45,000 with benefits

Duties:

- Management of Connect Center event space.
- Assist with the recruitment of the Frayser Community Advisory Committee. Hire and supervise Community Ambassadors.
- Attend Advisory Committee meetings. Work with the Advisory community to implement programing as identified to address the needs of the community.
- Work with Ambassadors to implement the Frayser Connect program workplan
- Development and maintenance of neighborhood resource list
- Build internal and external relationship/partnerships that would address identified needs of the community
- Design, implement and track Frayser Connect programing to include supporting partnership programs
- Manage Volunteer Program
- Play a lead in communicating programs and resources directed towards Frayser. Assist in empowering residents’ involvement in influencing and interacting with these programs. Build social capital; elevate the community voice.
- Work to gather and maintain data on the Frayser Connect program. Report periodically to Frayser Connect Manager, the Frayser Connect Advisory Committee.

Minimum Qualifications: Bachelor’s degree or equivalent, minimum 5 years community and/or non-profit experience. Requirements: strong leadership and vision, interpersonal and great communication skills, demonstrated writing skills, ability to work with a diverse neighborhood, good management, and team-building skills. Experience in collaborative partnerships.

Send resumes and cover to: Frayser Connect Program Manager: cjackson@frayseredc.org in subject line: Frayer Connector

10/2022