Open Position: Welcomer and Front Office Coordinator

Mission: Lifespan Local exists to cultivate community well-being through partnerships with local residents and community champions. Lifespan Local is a program of the Barton Institute for Community Action.

Lifespan Local Goals:
1. The Power of Place – Creating spaces that are child and family centered and developing family support services
2. A Focus on Housing – Bringing attainable housing within reach of residents
3. Mental Health – Increasing access to mental health services and supports
4. Healthy Food – Increasing access to healthy food and food education
5. Economic Development – Supporting the economic development of individuals and organizations through trainings, convenings, and community organizing
6. Nurturing Networks – Fostering community identity and enhancing the network of resources available to community members

Our work will be informed by what we have learned from community members themselves. To date, the themes include the areas highlighted below:

About the Position:
In 2020, Lifespan Local will develop partnerships with a diverse array of stakeholders to address these topics and, with community members, build programs that cultivate health and well-being in their local neighborhoods. We want to feel confident that everyone who reaches out to Lifespan Local is warmly welcomed and assisted in an efficient manner. This requires a “people person” who is also organized, disciplined, tech-savvy, budget-
minded, and highly collaborative. We have high performance expectations and aim to be known as a safe connection place for all.

**Experience:** This position requires more than 7 years of experience, and previous experience in community relations or the nonprofit/social sector is preferred.

**Education:** This position requires a high school diploma or equivalent, with a bachelor’s degree preferred.

**Skills:**
- Communication -Seeks first to understand, then to be understood. Exhibits excellent communication skills, both written and verbal, for a variety of internal and external audiences. Ability to communicate with multiple stakeholders and exhibit sensitivity to politics among departments, organizations, and partners.
  - A strengths-based interactional style
  - A humble stance
  - A serving orientation
  - Ability to laugh at oneself
  - Bilingual a plus (Spanish, Vietnamese, Arabic, Somali, etc.)
- Planning – Begins with the end in mind; defines the desired outcomes of projects. Uses project management theory tools as appropriate; schedules time using a proven method; works in a timely manner, organizes time and work to enhance productivity; prioritizes work according to goals; Honors others’ time.
  - Budget management
  - Time management
  - Office organization and a mind for process and procedures
  - Scheduling
- Problem Solving – Works proactively with other departments and partners; willing to do what it takes to accomplish team and individual goals and needs; develops a pro/con analysis impact of decisions; Displays a can-do attitude.
- Maintains a professional approach to confidential information. Must be sensitive to political, cultural, and legal systems affecting the work we do and the community we serve.
- High enthusiasm, creativity, and desire to work on an innovative team. Ability to function both independently and as a team member in a fast-paced environment.
  - Resilience
  - Grit
- Curiosity & Learning – Demonstrates openness to learning, asking tough questions, and gathering many perspectives in order to navigate complex systems and adapt frequently.
  - Excellence with Microsoft Suite, Google Suite, and an aptitude for learning new technology (Kumu, Atlas.ti, etc.)
- Collaboration – willing and able to work with others, including building relationships, offering and gathering timely and honest feedback, and working with people who think differently.
Physical Demands/Working Conditions:

- Works in an office environment; occasional lifting.

Compensation/Benefits:

Salary Range is $43-50,000. Generous benefits package includes access to high-quality health insurance and retirement savings plan.

To Apply:

By January 27th, 2020, please forward cover letter and resume to:

Natalia Sullivan
Program Manager
Lifespan Local Change Partnerships
Natalia.sullivan@lifespanlocal.org