



LPKNC
Community in Action

Position Title: Community Development Specialist

Summary: The Community Development Specialist is responsible for providing community related outreach and education with parents, youth and professionals. The Community Development Specialist also assists in the development and maintenance of community-based coalitions. This position will report directly to the Prevention Coordinator.

Essential Duties and Responsibilities:

1. Responsible for providing community related outreach and education with parents, youth and professionals.
2. Assist in the development and maintenance of community-based coalitions (Adults, Youth and Young Adult groups).
3. Plan and organize meetings.
4. Provide translation.
5. Conduct home visits as necessary
6. Help to organize workshops
7. Contributes to writing monthly reports
8. Keep files on participants
9. Keep track of participant incentives
10. Help with recruitment and retention of program participant
11. Works with a team to meet program goals and objectives.
12. Transporting participants
13. Providing childcare.
14. Facilitate evidenced based, evidenced informed and company programs and workshops.
15. Assist families in utilizing community resources. (Food boxes, utility assistance, Wellness Clinics, etc.)

Required Competencies:

1. Demonstrates ability to communicate ideas in writing.
2. Some knowledge of child and adolescent development.
3. Some knowledge of adult learning styles.
4. Demonstrates ability to communicate effectively and build relationships.
5. Some knowledge of school-based and community-based prevention.
6. Some knowledge of substance abuse and the dynamics of abuse/addictive behaviors and how to identify and refer persons served to higher levels of care, as indicated.
7. Able to assess program outcomes in a meaningful and objective manner.
8. Some knowledge of curriculum development and adaptation.
9. Familiarity with people and practices within various ethnic and cultural groups.



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Education:

- High School Diploma or Associates degree in an applicable field desirable; additional experience may substitute for formal education. Must be familiar with grassroots organization and have the ability to participate on a trans-disciplinary team within the agency to meet participant needs and to build the participant/community/staff relationship. Have a Valid Arizona driver's license. (Bilingual Helpful).

Experience:

- Minimum 1 year of facilitation, training or management experience.
- Have reliable transportation

Certifications:

- 1st Aid, CPR and Fingerprint Clearance card. (ability to obtain)
- Valid Arizona Driver's License