

## Lead Program Coordinator Job Description

The Brockton Redevelopment Authority is seeking a part-time program coordinator for the *Lead-Based Paint Hazard Control and Healthy Homes Program*. The program coordinator will be responsible for creating and implementing an outreach plan, working directly with clients and the community, review paperwork and other documents for qualifications, managing files and performing other general tasks needed to support the Program Manager. Interested candidates must be proficient in reading/writing and be proficient with word processing applications. A pleasant personality with strong communication skills is also highly valued.

### Program Coordinator Responsibilities:

- Complete intake information, review paperwork and other documents needed to determine client/unit eligibility for the program
- Build connections, organize meetings with interested families, and seek out opportunities to educate and engage with the community about the Lead Program
- Develop public education and information materials, presentations and displays – including contributing to the BRA'S Lead Program newsletters, media/new media outreach and website content
- Maintain timely and accurate client records, manage files and perform other general tasks needed
- Work closely with program manager to ensure optimal case management is met with targeted families

### Knowledge, skills and abilities:

- Knowledge and experience in working with diverse communities
- Exceptional interpersonal skills
- Strong writing and oral presentation skills
- Experience in facilitating public meetings and other public forums
- Exceptional organizational and planning skills
- Work effectively with other team members to articulate project goals, issues and timelines
- Flair for creating engaging displays and public education materials
- Knowledge and command of Microsoft Office
- Available to attend evening and weekend community events and meetings

### Education and experience:

- Candidates should have a minimum of two years in community relations, public affairs or related field.
- A minimum of an Associate degree is preferred
- Experience within related organization is preferred
- Must have a driver's license and own form of transportation

Please send resume and completed application to Laura Chau at [lkchau@brocktonredevelopmentauthority.com](mailto:lkchau@brocktonredevelopmentauthority.com) by **May 10, 2019**