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## Community Resource Coordinator Job Description

**Position Title:** Community Resource Coordinator

**Reports To:** Director of Leadership Enrichment

**Compensation & Time Commitment:** Annual salary is dependent upon experience, with a guaranteed minimum of \$30,000, plus a robust benefits package.  
Full-time and non-exempt, requires some evenings and weekends

### Organizational Overview

NMCAN partners with young people to build community, promote equity, and lead change. We foster a culture of innovation and collectively organize to create new narratives, practices, and policies that support community-centered care for New Mexico's youth and families. NMCAN has an organizational commitment to address and eliminate racial and ethnic inequities in systems that impact families and young people.

### Overall Job Description

The community resource coordinator is responsible for maintaining a robust partner network, with a particular focus on cultivating relationships with direct service providers. The community resource coordinator will work closely with NMCAN staff to assist in the overall coordination of services and opportunities to ensure adherence to the organization mission and values of authentic youth engagement, building community, equitable practices that promote race equity, diversity and inclusion, and strengths-based practice.

### Major Responsibilities & Duties:

During the COVID-19 pandemic these duties will require virtual and some in-person engagement with social distancing. The community resource coordinator works closely with NMCAN staff to collectively support young people, volunteers, and community partners, and works to:

- Cultivate relationships across diverse communities and connect young people to resources and opportunities around housing, education, employment, financial capability, health/mental health, social capital, and permanence that are responsive to their cultures and identities.
- Provide continual education around equitable opportunities for housing, education, employment, financial capability, health/mental health, and social capital to staff, young people, and community partners as they provide these opportunities to young people.
- Coordinate and lead monthly community meetings to foster relationship building, collaboration, and promote equitable services for young people. This includes strengthening relationships with partners, identifying and addressing improvements to working together to authentically support young people including implementation of equitable and best practices and continued communication strategies.
- In collaboration with the volunteer coordinator, support matched mentor/mentee relationships in navigating and accessing resources in the community.
- Coordinate the intake of donated items and distribution out to young people.
- Foster a climate of collaboration among all NMCAN services and programs.
- Provide leadership support, guidance, and coaching to young people engaged in programming, including emotional and moral support and provide transportation as needed.
- Provide ongoing input, information, and materials (as requested) that support internal and external communication efforts about programming and opportunities.
- Serve as an advocate in the community to ensure that the needs of young people transitioning to adulthood are a priority in the systems designed to support them and the broader community.

- Participate in the continuous quality improvement and data-driven decision-making processes to assess the efficacy of programming and to drive programmatic refinements. Ensure adherence to data collection requirements.
- Provide ancillary support for other NMCAN projects by coordinating with and supporting colleagues as needed or requested.
- Other duties as assigned.

**Minimum Qualifications and Experience:**

At least two years of directly-related experience working with young people. An equivalent combination of education and/or experience may be substituted if it directly relates to the position’s major responsibilities and duties. Preference will be given to candidates with a working knowledge of community resources and a track record of collaboration, as well as experience working with youth transitioning from foster care or juvenile justice systems or who have experienced homelessness. A strong desire to engage in the difficult and transformative work of challenging systems of oppression, institutional and structural racism, and implicit bias is required. A bachelor’s degree in a relevant field is a plus but not required.

**Communication**

- Strong desire and ability to work with youth ages 14 – 26 from diverse racial, ethnic, socioeconomic, and gender diverse communities
- Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds
- Strong analytical writing skills and oral communication skills
- Desire to educate the community about the unique issues facing young people transitioning from foster care, juvenile justice, and homelessness

**Commitment to service**

- Ability to build and sustain authentic relationships with racial, socio-economic, and gender diverse communities of young people
- An understanding of the concepts of institutional and structural racism and bias; and a genuine commitment to equity and inclusion
- Enthusiastic and positive attitude about changing systems and community perspectives
- Ability and willingness to work nights and weekends to accommodate young peoples’ and volunteers’ schedules

**Professionalism**

- Strong organizational skills and ability to manage multiple priorities at once
- Ability to work well independently and as a member of a highly integrated and diverse team
- Set priorities, monitor progress towards goals, and effectively track activities and data
- Be able to exercise excellent judgment, decorum, confidentiality, gratitude, and diplomacy in all interactions with internal and external stakeholders
- Demonstrated ability to assess problem situations/conflict, which includes identifying causes, gathering and processing relevant information, generating possible solutions, and making recommendations and/or resolving problems
- Willingness to have authentic and courageous conversations internally with colleagues and externally with partners to enact systems change
- Capacity and willingness to self-reflect

**Skills**

- Ability to work remotely and/or in an alternative workplace
- Knowledge of Microsoft Office applications
- Ability to apply evidence-based practice
- Familiarity and willingness to utilize social media

**Other**

- A valid New Mexico driver's license is required.
- This position is required to undergo an employment background check at the time of hire. Findings do not categorically disqualify a candidate.