



## JOB DESCRIPTION

<b>Position:</b>	Director of Community Engagement
<b>Location:</b>	St. Petersburg, FL
<b>Supervisor:</b>	Senior Vice-President/COO
<b>Status:</b>	Full-time Exempt
<b>Salary Range:</b>	\$50,000.00 - \$85,000.00
<b>Overall Responsibility:</b>	<p>The Director of Community Engagement is responsible for developing and/or implementing multiple internal PHA programs designed to promote and support participant families in increasing self-sufficiency and independence. The position requires knowledge/understanding of specific grant requirements and multiple general program requirements. Responsibilities include identifying, creating, and maintaining successful partnerships with local training and other service and resource providers. The position requires full accountability for operating under various program/grant requirements, resolution of customer service issues, and responsiveness to stakeholder inquiries. The position must comply with the agency policies, respective grant requirements, and HUD regulations.</p> <p>The statements contained here reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skills typically required and the scope of responsibility. It should not be considered as an inclusive listing of work functions or requirements. Individuals may perform other duties as assigned.</p>

### Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Direct SPHA community engagement and family self-sufficiency activities
- Direct staff efforts in creating and implementing a SPHA Family Self-Sufficiency Program
- Direct staff efforts in implementing and maintaining an effective ROSS program

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- Establish an effective SPHA Homeownership program
  - Manage SPHA relocation efforts, including completion of needs assessments, convening resident and community meetings, and ensuring affected eligible residents receive required relocation benefits
  - Oversee initiatives and programs to improve the quality of life of residents and tenants, such as youth internships, financial literacy workshops, sports and recreation programs, and wellness programs
  - Coordinate activities involving programs of outside agencies that improve the quality of life for the residents
  - Work with SPHA Construction Inspector to monitor SPHA Section 3 benchmarks
  - Work with SPHA Construction Inspector to ensure required Section 3 annual reports are submitted timely and accurately to HUD
  - Identify funding, grant and partnership opportunities and evaluate if SPHA should pursue the opportunity, presenting ideas to Senior Vice President for consideration
  - Complete applications, memoranda, reports and other grant related documents
  - Present information related to SPHA activities at community meetings and to stakeholder groups
  - Responsible for representing the agency in public functions, seminars, and all other assigned public relations activities in a professional manner
  - Provide excellent external and internal customer service
  - Perform other duties as assigned

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### **Supervisory Authority**

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Exercises direct leadership over all operations, employees, and employee work actions for the Family Self-Sufficiency program (FSS), Resident Opportunities and Self Sufficiency (ROSS) Grant program, SPHA Homeownership program(s), and HUD's Section 3 program.

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### **Supervision Provided**

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Operates under direct general supervision of the SPHA Senior Vice President/COO.

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### **Knowledge, Skills, and Abilities Required**

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#### **Knowledge of:**

- Family Self-Sufficiency program regulations
- Resident Opportunities and Self Sufficiency (ROSS) Grant program requirements
- Homeownership program requirements
- Requirements under Section 3 of the Housing and Development Act of 1968

#### **Skills in:**

- Establishing and developing community relationships
- Interpreting federal regulations
- Good judgment and decision making
- Effective time management and strong organizational skills

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- Effective oral and written communication
  - Partnership and team building

**Ability to:**

- Handle heavy workload conditions, calmly and efficiently
- Sit at a desk or conference table for extended periods
- Frequently move about the office and access stored files and records
- Organize for a fast-paced environment
- Deal with public in an effective, professional, and courteous manner
- Maintain effective working relationships with clients, owners, supervisors, and colleagues

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**Physical Requirements**

- Ability to physically meet with prospective and active partners in the community
- Possess the level of manual dexterity sufficient to operate terminal keyboard, telephones, fax/copy machines and general office supplies
- Ability to sit at a desk or conference table for extended period
- Frequently move about the office and access stored files and records
- Ability to move, handle, or lift moderately heavy objects such as computer equipment

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**Education and Experience Required**

Education equivalent to a four-year degree from a regionally accredited institution in Public Administration, Social Science, or a closely related field. A minimum of two years of progressively responsible work experience for a public agency, or related experience in the social service or community service field. At least two years of management or supervisory experience in a related industry preferred.

Alternatively, a two-year degree with four years of experience satisfies the qualifications.

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**Other Requirements**

Family Self-Sufficiency (FSS), Resident Opportunity and Self-Sufficiency (ROSS), and Self-Sufficiency Service Coordination certification must be obtained within 12 months of employment. Must possess valid driver's license.

Successful applicants for this position must be fully vaccinated against COVID-19 as a condition of employment. Proof of vaccination required.

*SPHA is an Equal Opportunity Employer*

*Reasonable accommodations may be made to otherwise qualified individuals with disabilities*