



RESOURCE SPECIALIST

Job Description

In partnership with community stakeholders, Park Central Development works to strengthen and attract investment that creates and maintains vibrant neighborhoods and commercial districts. Formed in 2009, Park Central Development delivers streamlined services to serve eight focal neighborhoods (Botanical Heights, Central West End, Cheltenham, Forest Park Southeast, Fountain Park, King's Oak, Midtown and Sherman Academy Park) in the Central Corridor of the City of St. Louis. Park Central Development's goal for its neighborhoods is that they become the premiere urban communities in the region. To learn more about Park Central Development, please visit our website – www.parkcentraldevelopment.org

The **Resource Specialist** is a full-time contractor position responsible for addressing individual and family needs in the neighborhoods we currently serve with neighborhood-based community resource counseling. Although the Central Corridor has seen an upward growth of private development and investments in the recent years, there are still many families and seniors in need who reside in our neighborhoods that lack the access and connections to resources to address their daily needs. The Resource Specialist will work with existing residents so they are able to stay in their homes and benefit from the developments by connecting them with critical services, such as housing, employment opportunities, emergency utilities assistance, transportation, childcare, and other immediate needs. This position reports directly to the Coordinator of Neighborhood Initiatives & Engagement.

Responsibilities and duties:

- Create communication materials for program and conduct door-to-door outreach
- Provide intake and evaluation of individuals and families who are in need of additional support services; and create action plans based on needs, outlining a plan to address identify issues with the potential services and resources.
- Coordinate with local social service providers and community advocates in the targeted neighborhoods in need of supportive services.
- Coordinate at least one housing resource fair and at least one neighborhood job fair to connect existing residents to local resources that help them stay in their homes.
- Connect with other organizations and groups in the neighborhood to recruit residents for programming and for referral purposes.
- Establish and manage relationships with potential home repairs contractors.
- Other assignments as assigned.

Qualifications and required skills:

- Bachelor's Degree in Social Work, Non-Profit Management, Psychology or related field or 2-years of college with 5 years' experience working with communities and/or groups of people
- High level of comfort dealing with a diverse group of community stakeholders
- Strong ability to work with peers and be a team player

- Excellent written and oral communication skills
- Excellent follow-through and reporting
- Detail oriented, ability to multi-task and bring projects to completion in a timely manner
- Passionate about working in the City of St. Louis and seeing its neighborhoods succeed
- Strong MS Office skills with working knowledge of Outlook, Word, Excel and PowerPoint

DEADLINE: Friday, February 21st, 2020

To apply for this position, please email a cover letter and resume to Linda Nguyen at linda@pcd-stl.org –
Subject: Resource Specialist Position

Please no phone calls or faxes. Mailed or hand-delivered responses will not be considered.