

City Heights Community Advocate Job Opening

Organization: The City Heights Business Association is a nonprofit organization serving the City Heights Business Improvement District and the City Heights community in San Diego, California. Detail information on the CHBA can be found at www.cityheightsba.org.

Job Description: The City Heights Community Advocate will work to develop and support a network of neighborhood advocates in City Heights. The Community Advocate will recruit leaders from each City Heights neighborhood to participate in a coordinated effort that will increase resident participation in addressing neighborhood maintenance and security issues. The Advocate will work with neighborhood leaders to create a sense of community, group identity, and leadership among residents to build a culture of reporting issues and taking ownership of the maintenance and care of City Heights. The Advocate will meet monthly and as needed with neighborhood advocates to discuss maintenance and safety issues and develop effective follow-up strategies. The Advocate will implement training sessions and workshops for community leaders and residents on how to identify, document, and report issues and conditions impacting their quality of life and what to do if no action is taken. The Advocate will create and maintain a database to keep track of all reported issues and their resolution. The Advocate will provide monthly progress reports. The Advocate will help facilitate, in coordination with the Clean & Safe Committee, the activities of the City Heights Clean & Safe Coalition. The Advocate will coordinate efforts with other City Heights stakeholders in developing strategies to address quality of life issues impacting the cleanliness and safety of the community.

Qualifications:

- Experience working with diverse communities on issues of safety and security
- Experience in community organizing, leading meetings, and event planning
- Ability to collaborate and work in a team-oriented atmosphere
- Ability to work independently and take significant initiative
- Ability to produce professional quality written and oral reports/presentations
- Ability to communicate orally and in writing in English. Bilingual (Spanish) highly preferred
- Access to reliable transportation and willingness to use it for job-related tasks
- Must be able to work evenings and weekends when necessary
- Computer literate in MS Office
- Associate's Degree (Bachelor's preferred)
- Knowledge of City Heights community
- Friendly, reliable and punctual
- Physically fit and able to lift 40 pounds

Salary: \$45,000 Full-Time (plus benefits)

Email resume and cover letter by May 5, 2017 to: public@cityheightsba.org. After reviewing resumes, the City Heights Business Association will contact applicants to schedule interviews.