

Alternatives For Girls (AFG) - For Chadsey Condon Community Organization (CCCO) is seeking a Community Advocate II.

CCCO Overview: The Chadsey Condon Community Organization (CCCO) is a grass-roots, relationship building, planning and advocacy body serving the youth, families and other stakeholders in the Chadsey Condon Community. Through outreach, organizing events, and identifying neighborhood-level issues of interest and concern to residents, we seek to address community needs, promote leadership development and establish connections amongst neighbors.

Agency Description: Alternatives for Girls (AFG) helps homeless and high risk girls and young women avoid violence, teen pregnancy and exploitation; and helps them to explore and access the support, resources and opportunities necessary to be safe, to grow strong and to make positive choices for their lives. The services provided by AFG are based on the belief that young women can benefit from learning there are choices they can make in their lives, and that, with friendship and support, they can take control of their own futures. AFG programs offer a stable environment conducive to the development of trust in adults, and encourage interaction with other girls, in order to build self-esteem as well as independent living skills

Brief Description: Under the supervision of the Executive Director (ED), the Community Advocate (CA) provides ongoing administrative and office support to the ED and assists the ED in a variety of tasks. The CA may be liaison for the ED and the CCCO Board of Directors as well as outside individuals and agencies.

Essential Duties and Responsibilities (other duties may be assigned:

Outreach and Organizing:

1. Organize around key community-based issues facing residents and businesses. Activities will include door-knocking, focus groups, one-on-one's, home & site visits, and outreach in places where the community stakeholders congregate (60% of time);
2. Develop relationships and a referral system with institutions including, but not limited to, churches, social service agencies, schools, parks, government officials, business organizations and media that are based in and serving our communities;
3. Promote and facilitate opportunities for community members to connect, interact and cooperate. For example, one could work with a business association to help provide them with opportunities on how their organization can connect with community development work; and
4. Connect with Community Advocate I to identify areas of outreach overlap and gaps in community engagement and support.

Administration:

1. Provide administrative support for the Executive Director, where needed this may include but is not limited to; assisting with scheduling meeting and maintain Executive calendar, drafting correspondence, attending Skillman Foundation partnership & Update meetings;

2. Provide additional staff support for CCCO Board and Committee meetings when needed. Assist with draft agendas and all other pertinent meeting materials;
3. Prepare biweekly reports of contacts made and resources obtained; and
4. Other Duties as assigned.

Key Projects and Resources:

1. The NEW Munger School & Detroit Public Schools;
2. Kids Come First;
3. Youth Voice & Skillman Partnership for Youth;
4. West Warren Business Association;
5. Foreclosure Prevention;
6. Skillman Learning Partnership;
7. Michigan Roundtable For Diversity & Inclusion;
8. Detroit Hispanic Development Consortium;
9. United Churches of Chadsey Condon; and
10. Unity in Our Community Time Bank.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Qualifications:

1. Excellent written, oral, and organizational skills;
2. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
3. Ability to manage priorities for a wide range of tasks with varying deadlines and degrees of importance; must be capable of multitasking, organizing and coordinating tasks;
4. Ability to handle crisis situations, maintain confidentiality, and tolerate stress professionally;
5. Flexibility, reliability, stability, and consistency in job performance;
6. Excellent public relation skills and excellent customer service skills;
7. Knowledge of Microsoft Office. Experience with database programs is helpful; and
8. Valid Driver's license, excellent driving record, and access to personal vehicle.

Education and/or Experience:

1. Bachelor's degree in business administration, public administration, public relations, political science, urban planning, social work or human services field preferred (or college and equivalent experience) and a minimum of three years of administrative work experience;
2. Proficiency in Microsoft Suite including Word, Outlook, Publisher, and Excel; familiarity with database programs, aptitude for learning new skills;
3. Familiarity with Southwest Detroit and its resource is preferred; and
4. Experience working with culturally diverse populations.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform computer work and other desk tasks that require sitting for extended periods of time;
2. Moderate lifting of supplies required on an occasional basis;
3. Some local driving required; and
4. Weekend and evening hours will be required as needed.

Hours: This position is a part time position (approximately 20 hours per week. Weekend and evening hours are required. Weekly work schedule to be agreed upon with the Executive Director; expectation is that Mon – Friday schedule will usually be between 9 am and 3pm.

Salary Range: \$12.50 - \$15.50 depending on experience

To apply, send resume to:

HR Manager, Alternatives For Girls
903 W. Grand Blvd
Detroit, MI 48208
FAX #: 313-361-8941
sbelchunas@alternativesforgirls.org

NOTE: Only those selected for an interview will be contacted.

Women and minorities encouraged to apply.
Alternatives for Girls is an equal opportunity employer.
AFG enjoys a smoke-free environment.