

**OXFORD CIRCLE CHRISTIAN COMMUNITY
DEVELOPMENT ASSOCIATION**

900 E. Howell Street, Philadelphia, PA 19149 (215) 288-8504 contact@occcda.org occcda.org



Oxford Circle Christian Community Development Association
COMMUNITY RELATIONS COORDINATOR FULL-TIME

SUPERVISOR: Economic Development Coordinator

SUMMARY: Based in the Oxford Circle neighborhood of Philadelphia, PA, the Oxford Circle Christian Community Development Association (OCCDA) is seeking a Community Relations Coordinator. The mission of OCCDA is “to extend healing and hope in the Oxford Circle community, believing that God’s purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social & economic levels.” *The Community Relations Coordinator will work from the Exchange Thrift Store to provide support to the community and participants of OCCDA by connecting them with resources, jobs and educational and training opportunities.*

COMPENSATION & HOURS: The position is 40 hours per week at \$17 per hour with benefits including health insurance and vacation.

JOB QUALIFICATIONS:

- An understanding of and a commitment to carry out the mission of Oxford Circle CCDA.
- Excellent interpersonal and communication skills, along with the ability to interact and speak to a diverse population of staff, volunteers, and partner organizations.
- Demonstrated management and organizational skills.
- Bachelor’s degree in Social Work or related field plus 3 years-experience. An equivalent combination of education and experience may be considered.
- Demonstrated management and organizational skills.
- Bi-lingual (English/Spanish) or (English/Mandarin) a plus.
- Competency in Google Suite and familiarity with social media.
- Experience in retail management a plus.

DUTIES AND RESPONSIBILITIES:

COMMUNITY OUTREACH

- Manage the sharing of resources to local community including food, diapers, toys, etc.
- Recruit and manage volunteers for special events, programs, and distribution of resources.
- Manage employees that support the food distribution program.
- Build and maintain strong relationships with our partners to better serve our community.
- Work with local businesses and nonprofit partners to pick-up and purchase items for food distribution.
- Work with partners to share resources and coordinate workshops and training for residents in financial literacy, investment, and homeownership at Exchange Thrift Store and main building.

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- Communicate resources with those in the community working with our Communications Specialist to post on our monthly newsletter, social media, and website.
- Manage requests for space rental from community partners.
- In our programs and events incorporate our mission of meeting people's holistic needs.
- Coordinate, plan, and market special events including festivals, volunteer events, and other community events.

WORKFORCE DEVELOPMENT

- Assist individuals in the Oxford Circle community and those within OCCDA's programs with support and resources to find a job and referrals to education and training opportunities
- Develop and teach workshops on resume writing, job search, interviewing and soft skills.
- Assist individuals with developing a resume, interviewing, and job search.
- Network and partner with organization in the community and Philadelphia that have job and training opportunities.
- Work with Exchange Manager on supporting in-house job training programs at The Exchange Thrift Store. Work with businesses to provide placement after training program completed. Provide support to participants of the program including coaching and workshops.
- Work with Economic Development Coordinator to develop other job training programs.
- Work with OCCDA program staff to serve participants that need assistance with job search and training opportunities.
- Work with local high schools, colleges, and organizations to develop internship and job opportunities at OCCDA.

*Note: This is a broad description incorporating the types of duties and responsibilities performed. It is recognized that more specific tasks and duties not mentioned will also be performed.

HOW TO APPLY: Qualified candidates are invited to submit their resume and cover letter via e-mail to: contact@occcda.org