



OPEN POSITION ANNOUNCEMENT

Position: Community Development Specialist
Center: Northside YMCA
Reports to: Center Director—Community Development Center
Starting Salary Range: \$29,885-\$36,306

Major Responsibilities:

- Ensure daily care of YMCA members, community program participants and neighbors is first priority.
- Oversee the development, preparation and implementation of the Neighborhood Strategic Plan and ensure stakeholder and resident participation in the planning process.
- Supervise, fundraise and plan activities that relate directly to the YMCA, NSP and the Citizen Participation Plans for the area. All activities must be in compliance with CDBG requirements and recommendations.

Skills and Qualifications:

- Bachelor's degree and/or equivalent relevant work experience required.
- Proven record of organizing and assisting residents and groups.
- Understanding of CDBG policies and procedures as well as a proven track-record showing ability to recruit, manage and train community volunteers.
- A minimum 2 years prior experience working in a multicultural setting, conducting door-to-door canvassing campaigns and involving residents in neighborhood planning processes.
- Excellent communication skills both verbal and written to communicate effectively with a broad range of people, including residents, business leaders, government officials and other agency staff.
- Familiarity with the neighborhood planning process with ability to manage multiple projects.
- Competency in Microsoft Office: Word, Excel, and Outlook.
- Valid Wisconsin driver's license and use of a car with proof of liability insurance required. Incumbent must reside in the City of Milwaukee, due to the nature of the funding source.

Excellent benefits include membership, health/dental/life insurance, 8% fully paid retirement plan and discounted childcare. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA.

Deadline: August 3, 2010

Apply Online: <https://apply.ymcamke.org> Position Code: YBSDCO



**YMCA Named A Best Place to Work
By Milwaukee Magazine**

**Equal Opportunity Employer
THE YMCA WELCOMES A DIVERSE
WORKFORCE**