



301-305 N. 9th Street, Philadelphia, PA 19107
215/922-2156 www.chinatown-pcdc.org

August 2022

NAC COORDINATOR JOB DESCRIPTION

PHILADELPHIA CHINATOWN DEVELOPMENT CORPORATION

PCDC was established in 1966 as a nonprofit, grassroots, community-based organization. Its mission is to preserve, protect, and promote Chinatown as a viable ethnic, residential, and business community. Programs focus on providing affordable housing and related services to all members of the community, neighborhood planning and advocacy, economic and industrial redevelopment, and general family support services.

NEIGHBORHOOD ADVISORY COMMITTEE (NAC)

NAC is an extension of the Division of Housing and Community Development (DHCD) of the City of Philadelphia, the purpose of which is to organize communities, promote housing programs, and provide information to residents. This information is provided through various methods, including Service Area Briefings (community meetings), quarterly newsletter, social media, etc.

JOB DESCRIPTION

The NAC Coordinator is responsible to provide neighborhood citizens with adequate opportunity to participate in neighborhood level planning; contribute to the direct delivery of services by City sponsored programs; and to be the representative organization to provide information and assistance on the activities within the NAC boundaries.

KEY RESPONSIBILITIES

- Organize and recruit active community members and hold meetings to discuss neighborhood-wide issues.
- Coordinating and planning community meetings and workshops
- Set and achieve outreach goals and establish relationships with community residents.
- Promote City housing programs and disseminate information and track referrals and services.
- Conduct Mortgage and Real Estate outreach prevention
- Promote programs and services of the organization and maximize impact.
- Organize and facilitate quarterly Service Area Briefings (SAB) community meetings in the target area, on a topic related to home preservation, tax relief programs, addressing blight, etc.
- Facilitate education workshops associated with NAC programs.
- Actively link organizations and institutions to the community.
- Have knowledge of the neighborhood and the resources within its target area.
- Keep neighborhood resource directory updated and distributed.
- Attend regular neighborhood-wide community meetings
- Prepare and publish a quarterly newsletter promoting the activities of the NAC and services of the City.
- Prepare monthly report about NAC activities.
- Assist with community outreach and engagement for PCDC's other programs.
- Other responsibilities as assigned

The Agency Service area annual Parade or Festival:

1. Assist in recruiting volunteers
2. Participate in the planning committee
3. Carry out related tasks

Neighborhood Conditions:

Actively identify and keep a log of vacant lot and abandoned structures.
Promote greening, gardening and gardening education.

Administrative Reporting:

1. Submit a monthly report, staff activities and issues requiring DHCD attention.
2. Report the number of people receiving services monthly.
3. Prepare and distribute minutes for the NAS meetings.

QUALIFICATIONS

The Coordinator must have attained the following qualifications:

- **Bachelor's degree** from an accredited college or university is **preferred, and/or with competencies and experience in community engagement**
- **Must be able to** read, write, and speak proficiently in the English and Chinese languages, and cultural competency is preferred
- Adept at coordinating activities and consistent messages
- Proficient at Microsoft Word, Excel, and PowerPoint
- Excellent communication, writing, and interpersonal skills
- Outgoing and self-motivated

HOURS

The NAC Coordinator is a full-time position.

COMPENSATION

\$32,000 per year

PREFERRED START DATE

ASAP

Send cover letter and resume to **PCDC, Attn: Rosaline Yang, 301 North 9th Street, Philadelphia, PA 19107**
or email to ryang@chinatown-pcdc.org.