

Hilltop Alliance / Carrick Community Council Carrick Coordinator

Background: Since our formation in 2007, the Hilltop Alliance has worked collaboratively to deliver community and economic development programs and projects across south Pittsburgh's Hilltop. The Alliance serves: Allentown, Arlington, Arlington Heights, Beltzhoover, Bon Air, Carrick, Knoxville, Mt. Oliver Borough, Mt. Oliver City, Mt. Washington, South Side Slopes and St. Clair. Beginning in 2023, the Hilltop Alliance became a contracted partner of the Carrick Community Council (CCC) delivering resources to the Carrick community through our established Property Stabilization Program (PSP).

Position Summary: The primary role of this position is to provide outreach in the Carrick Community related to the Hilltop Alliance's PSP, which works directly with homeowners to help them access available resources to fix property-related problems before fines, public safety risks, and/or property maintenance issues threaten displacement, as well as other support services. This is a salary position responsible for making first contact with residents, understanding their personal situations, completing the HA intake form and sharing that information with the PSP team to determine best-fit resources and support. Additionally, this position supports PSP with basic, minor maintenance services including but not limited to: clearing trash and dumping, overgrowth and debris removal, painting, and securing vacant properties. As time may warrant, other non-PSP CCC-capacity building services may be included after agreement of CCC President and Hilltop Alliance Executive Director. This position will be highly visible in Carrick, sharing information about available assistance and resources while serving as a constant ambassador for Hilltop Alliance/Carrick Community Council.

Property Stabilization Program:

External:

- Connect with Carrick residents to help with property maintenance and repairs.
 - Assist resident to complete HA intake form
 - Share intake form and property issues with PSP team
 - Follow up with residents about potential resources, including assisting with applications and other support services, as needed
 - Once residents have been identified as being interested in and eligible for specific social services and assistance (through HA intake process), work one-on-one with them to provide warm referrals and access such assistance
 - Once resources are applied for, maintain occasional communication with resident and work with PSP team to track progress of submitted applications
- Routine community walk-throughs to see property maintenance issues first-hand, take updated photos, and track progress being made
- Coordinating and participating in clearing trash and dumping, overgrowth and debris removal, painting, and securing vacant properties on public and private property
- Attend Hilltop Alliance Property Stabilization Committee meetings
- Attend Carrick Community Council's Board and public meetings, as directed by Carrick Community Council President
- Participate in outreach, engagement and/or service-based activities within Carrick
- Act as an ambassador for the Hilltop Alliance/Carrick Community Council

Internal:

- Work with PSP team, as directed by Outreach Specialist
- Utilize internal databases to ensure all property-related actions are documented in a timely, correct, and precise manner.
- Utilize internal databases and project management software (such as CDBG hours log, PTO tracking sheet and staff calendar) to maximize team communication, personal organization and time management

Additional Responsibilities:

- Inform residents about public meetings, community events and other volunteer efforts that may be of interest
- As needed, assist with reports, proposals, and presentations
- Assist in directing and/or responding to, phone, email, and mail requests for information about the Hilltop Alliance and/or Carrick Community Council

Reporting Relationships:

- This position reports to and is evaluated by the Executive Director, with support from the Outreach Specialist and Carrick Community Council President.

Qualifications & Skills:

- Ideally a resident of the Hilltop neighborhoods (especially with connections to Carrick)
- Must have a valid PA Driver's License
- Basic knowledge and experience with property renovations and/or construction
- Ability to lift/carry at least 50 lbs. intermittently
- Ability to work outdoors, in all climate conditions, as needed
- Ability to work on occasional evenings and weekends, as needed
- Comfort with walking the neighborhoods, knocking on doors, and meeting new people
- Demonstrated commitment to volunteer leadership and interest in community activities
- Positive, outgoing attitude
- Well organized
- Familiarity with basic office tools including computer, copy machine, virtual meetings, email, etc.

With the subject title "Carrick Coordinator position", please email a resume and cover letter to bill@pghhilltopalliance.org. All applications are due by **July 17, 2024**. Initial phone screenings will be completed on a rolling basis, so you are encouraged to apply as early as possible.

Salary range is \$40,000 – \$45,000, DOQ. Benefits include health, vision, dental, short-term, and long-term disability insurances, simple IRA plan with up to 3% employer match, and paid time off and holidays.

Hilltop Alliance is an Equal Opportunity Employer including providing reasonable accommodations.