



## Be Part of the Lancaster City Alliance Team!

Lancaster City Alliance invites qualified candidates to be considered for the position of:  
**Part-Time Neighborhood Enhancement Projects Coordinator**

***Please note: This is a part-time contractual position, paid hourly (up to 24 hours per week), with no fringe benefits.***

### **About Lancaster City Alliance**

Formed on July 1, 2013, the Lancaster City Alliance (LCA) is dedicated to the City of Lancaster, Pennsylvania and serves to improve the City's financial stability, public safety, and quality of life.

As an alliance we align with like-minded economic-development and community organizations—jointly identifying key initiatives, linking stakeholders, allocating resources, and acting as a catalyst—to produce extraordinary outcomes for the future benefit and utility of the City of Lancaster. LCA serves the people of the City, crossing residential and commercial lines to include anyone who lives, learns, works and plays in Lancaster. In collaboration with neighbors; public, private, and non-profit partners; and other entities focused on the City of Lancaster, the Lancaster City Alliance ensures a clean, safe and vibrant environment.

The LCA also manages the Lancaster Downtown Investment District Authority (DID). The DID began operation in 1992 when property owners within the core Downtown granted approval for its formation and to support the efforts through an additional property tax assessment. Since that time, property owners, civic leaders and area businesses have supported DID programs to ensure that Downtown Lancaster is safe, clean, attractive and vital.

**Position Title:** Neighborhood Enhancement Projects Coordinator

**Reports to:** Community & Economic Development Manager

### **Related Lancaster City Alliance Strategic Plan Aspirational Responsibilities:**

- **Curating & Engaging the Community:** Maintain and grow the respect and participation within our community as a trusted advisor and the organization that gets things done.
- **Implementing *Building On Strength*:** Build on the economic momentum of the City through execution of the *Building On Strength* Economic Development Strategic Plan
- **Strengthening Neighborhoods:** Enable clean, safe and vibrant neighborhoods where empowerment drives involvement and leadership in community development.

### **General Responsibilities:**

- **As a primary focus, serve as a key liaison between residents/property owners/landlords/small business owners/nonprofit partners and the LCA Community & Economic Development Manager on façade (building exterior) improvement projects in several strategic areas (key corridors) in South Lancaster City.** LCA has partnered with Community Action Partnership's CAPital Construction on a façade improvement/workforce development program that will provide property owners with lower-cost repairs/renovations to the exterior of their homes and businesses while providing pre-apprenticeships and pathways to living-wage jobs in the local construction industry for those with barriers to employment.
- Assist in coordinating and providing outreach for various other neighborhood enhancement projects as needed including, but not limited to, street-tree plantings, litter receptacle installations, block adoptions, and infrastructure projects

**Primary Functions:**

- Effectively translate key communication materials from English to Spanish and serve as translator/Spanish-speaking liaison between Spanish speaking individuals and LCA staff
- Engage in door-to-door outreach with neighborhood residents, property owners, and small businesses as well as via telephone and email to solicit participation in façade improvement and other neighborhood enhancement projects
- Conduct site visits with property owners, photograph property existing conditions, document desired work, and prepare façade improvement project proposals for contractor to estimate based on property owner's desired improvements
- Establish, build and maintain close working relationships with community contacts, business and property owners, residents, and others to advance neighborhood enhancement project goals
- Maintain strong relationships with property owners, contractors, etc. in order to ensure successful completion of projects
- Communicate issues, opportunities and challenges facing neighbors and the community to LCA staff as they arise

**Secondary Functions:**

- Identify property owners interested in caring for new street trees on their property and facilitate registration process
- Recruit neighborhood-based volunteers and coordinate registration for the City of Lancaster's Adopt A Block litter cleanup program
- Recruit adopters and coordinate locations for, and installation of new streetside trash receptacles in targeted areas

**Skills/Experience Required:**

- Strong Spanish-language writing and speaking capabilities; Spanish fluency
- Strong customer-service orientation
- Experience in working with the general public

**Other Requirements:**

- High school diploma or equivalent.
- At least 2 years of experience in a related field.
- Strong writing skills for correspondence, marketing materials, and other documents.
- Excellent verbal communication skills.
- Detail-oriented and organized.
- Ability to work independently.
- Strong computer skills, particularly Microsoft Word, Excel and Outlook.

**Not required, but a plus:**

- Understanding of, and/or relevant experience in, urban planning, neighborhood organizing and community development
- Knowledge of and/or experience in historic preservation or architecture and construction practices.

***Qualified candidates are invited to express their interest in this position to [enhance@teamlanc.org](mailto:enhance@teamlanc.org). No phone calls will be accepted, and only those that include a letter of interest and a resume will be considered.***

2/12/2019