

**INC. VILLAGE OF HEMPSTEAD
COMMUNITY EMPOWERMENT RESOURCE CENTER**

**COMMUNITY LIAISON
POSITION DESCRIPTION**

POSITION SUMMARY

The Community Liaison will work as part of a team within the Village of Hempstead Community Empowerment Resource Center dedicated to helping Village residents access information and resources to best meet their needs. Under the supervision of the Community Development Agency (CDA), a successful candidate will be responsible for the coordination of various special programs and act as a liaison between the Village, the CDA, various community/business organizations and the general public. The candidate must become familiar with the services and programs offered through the Community Empowerment Resource Center and projects funded under the ESPRI¹ program.

POSITION DETAILS – SUCCESSFUL CANDIDATES SHOULD:

- Have a good knowledge of community resources and community needs
- Be able to communicate effectively, both orally and in writing
- Be able to use computer applications such as spreadsheets, word processing, calendar, email and database software
- Be able work with diverse groups
- Be able to speak effectively before groups
- Be able to establish and maintain effective working relationships with a wide-variety of people
- Be able to read, write, understand and communicate in English sufficiently to perform the essential functions of the position
- Participate staff meetings as needed upon request
- Participate in inter-agency council meetings upon request
- Coordinate job fairs 2 times a year; and
- Coordinate community resource fairs 2 times a year

QUALIFICATIONS

Qualified candidates should possess a H.S. Diploma or possess a high school equivalency diploma and five (5) years of work experience in a private, not-for-profit, or government agency which involved interaction with the public and/or community/public relations.² Bilingual English/Spanish preferred. Residency within the Village of Hempstead is required.

¹ Empire State Poverty Reduction Initiative

² Community/public relations is defined as experience acting as a liaison with public officials, corporations, other agencies, news media and/or the public, which included responsibility for planning, preparing and distributing

HOURS

Two part-time positions are available (for an average of up to five (5) hours per week). Qualified candidates must be able to work up to five (5) hours per week (including evening hours) beginning June 1, 2018.

EQUAL OPPORTUNITY STATEMENT

The Incorporated Village of Hempstead Community Development Agency is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Qualified HUD Section 3 Residents are encouraged to apply.³

By **May 18, 2018** interested qualified residents should forward a 1) cover letter, 2) resume and 3) four references to:

Commissioner Charlene Thompson
Inc. Village of Hempstead
Community Development Agency
50 Clinton Street, Suite 504
Hempstead, New York 11550

Email submissions may be sent to Info@villageofhempsteadcda.org .

All positions are subject to the availability of grant funding.

written materials designed to promote understanding or general knowledge about activities, services, policies or objectives.

³ HUD Section 3

The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide training, employment, contracting and other economic opportunities to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons.

If you are a recipient of government assistance for housing or if your household income falls below [HUD's income limits](#), you may qualify as a Section 3 resident or Section 3 business concern.