



Community Resources Coordinator

Organization Overview: Vera Court Neighborhood Center (VCNC) is a nonprofit located on the northside of Madison that provides healthy meals, academic support, and after school programming. Since 1994, VCNC has supported our northside Madison community by addressing the needs identified by residents.

Job Description: The Community Resources Coordinator will work on a team to help meet the needs of our residents and the community center's facility use goals. This position will work closely with community members to provide access to social services, programs and activities that are culturally and linguistically responsive. This position will also work with local community groups, non-profit agencies, and individual service providers to coordinate public use of the center. Strong candidates will be able to manage a diverse set of responsibilities, multiple projects, and work with a highly motivated staff in a community setting.

Salary & Benefits:

This is a full time position with benefits with a starting salary in the range of \$40,000-\$43,000 and a generous benefits package including: paid holidays, paid vacation, sick leave, health insurance (85% employer paid), 403(b) retirement plan with up to 5% employer match, professional development stipend and more.

Case Management Responsibilities:

- Develop and manage a small caseload of families/individuals
- Gather information on resources available in Dane County
- Link families to resources in the areas of housing, education, government programs, legal services, employment, translation, etc.
- Build and enhance partnerships with relevant community organizations and schools.
- Plan and coordinate resident-led support groups, panels and or events that are focused on the interests of participants.
- Maintain daily/weekly written records that monitor program goals and completing quarterly and annual reports for use in grants, reports, etc.
- Be a member of the center's management team in promoting center programs and events, creating new initiatives, and focusing on the center's future vision.
- Attend mandatory staff meetings and mandatory training.

Facilities Use Coordination Responsibilities:

- Work with the Vera Court community and the greater Madison area to promote the use of the Vera Court facility as a meeting space for local agencies and individual service providers.
- Serve as the main point of contact for all facilities users at Vera Court.
- Staff and supervise the building during all facilities use hours.
- Develop new and strengthen existing relationships with local service providers and agencies to support the growth of adult and community programs.
- Recruit adult participants for a variety of neighborhood center activities including volunteering, committee work, event planning and computer classes.
- Share administrative duties of the center that support day-to-day operations.
- Participate in shared programming duties of the center that may include: program development, coordinating volunteer efforts, program/center reporting, and community outreach.
- Develop, streamline and/or enhance internal systems that support center programs that may include: volunteer management, staff development resources, and program documentation

Desired Qualifications

- At least 2 years of experience working in a diverse community setting
- Experience with case management is strongly preferred
- Candidates fluent in English and Spanish (written and spoken) will be given highest priority
- Strong communication skills
- Mature attitude, creative, flexible and resourceful
- Demonstrates cultural competence

Hours: Tuesday-Friday 11:00am - 7:00pm with some flexibility. Saturdays 9am-5pm.

Application Deadline:Monday, March 7th 2022

Please email a cover letter and resume to tomq@veracourt.org