**Job Title: Project 10 (Health & Wellness) Facilitator**

**Reports To:** Executive Director

**FLSA Status:** Halftime, Non-exempt

**Prepared Date:** May 23, 2018

**GENERAL ROLE DESCRIPTION:** The Project 10 Facilitator works with neighbors in Clarke Square, CSNI staff and CSNI’s partners to inform, connect and engage them, and to measure the impact of CSNI’s Project 10 health and wellness efforts. The Project 10 Facilitator reports to the Executive Director and works in close coordination with neighbors involved in Project 10. ***Bilingual candidates (in English and Spanish) will be given highest priority for consideration.***

**MAJOR DUTIES:**

**General Administration**

* Administers and ensures implementation of Clarke Square Neighborhood Initiative’s policies and procedures.

**Planning**

* Facilitates neighbors’ engagement in the design, implementation, and evaluation of the new and ongoing Project 10 activities, partnerships and events.
* Facilitates small and large group dialogue for the purpose of collection and meaning-making of qualitative and quantitative data relevant to Project 10

**Program Administration**

* Facilitates design (including the evaluation and implementation plans) of new Project 10 events, activities, and partnerships
* Assures clear understanding of deliverables on the part of all parties to agreements relevant to Project 10
* Responsible for creating and managing reports by required deadlines

**Development**

* Conducts research on potential funding sources and assures that all Project 10 endeavors are compatible with the overall CSNI Quality of Life Plan goals
* Assists in the preparation of proposals to government, foundation, and corporate sources for Project 10 events, activities and partnerships.
* Conducts data collection, analysis, and reporting efforts accordingly.
* Maintains grant record keeping and reporting files

**Communication**

* Creates and updates content (including text, graphics, video and other media) on CSNI’s and possibly partner websites
* Serves as a liaison of communication among Clarke Square neighbors and Project 10 partners, CSNI staff and other key volunteers and stakeholders

**Financial Management**

* Assures that all programmatic and administrative activity within his/her own responsibility complies with CSNI and fiscal sponsor policies and procedures.

**LICENSES:** Valid Wisconsin Driver’s License and auto insurance are required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  The requirements listed below are representative of the knowledge, skill, and/or ability required.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* **Bilingual candidates in written and spoken Spanish and English will be given priority consideration**
* Excellent verbal and written communication skills
* Successful experience in moderating group (small and large) dialogue in order to plan programs, and to gather qualitative and quantitative data
* Comfort working in diverse socio-economic community
* Bachelor’s Degree preferred (not required) and/or two years’ experience in public health, community organizing, non-profit program implementation and/or community development field
* Minimum three years project experience (budget development & management a plus)

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this job, the employee is regularly required to talk and hear.  The employee frequently is required to sit.  The employee is occasionally required to use hands to finger, handle, or feel.  Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  The work environment characteristics include working in office space, classrooms, gymnasiums, community agencies and outdoors.

**CSNI and JOURNEY HOUSE (CSNI’s employer of record) are EQUAL OPPORTUNITY EMPLOYERS AND A DRUG FREE WORKPLACE**

**Application materials will be accepted until the position is filled.**