**Job Opportunity**

**Project Coordinator**

**(either Full or Half-Time)**

The Clarke Square Neighborhood Initiative (CSNI) seeks either a full-time or two half-time project coordinators. This project coordinator will, per the mission of CSNI, plan, implement, and assist in evaluation of the Clarke Square Neighborhood’s Quality of Life Plan as it relates to the strategy areas of economic development and health & wellness (Project Ten).

Specifically, this Project Coordinator works to coordinate partnerships related to economic development (which prioritizes the Cesar E. Chavez Drive commercial corridor) and/or those related to health & wellness (also known as Project Ten) which frames prosperity in four dimensions: physical health, economic prosperity, emotional health & wellbeing, and spiritual wellness.

The Project Coordinator role in Clarke Square requires an individual to balance community engagement activities with a keen attention to detail and follow through from events, meetings and interactions with the neighborhood residents in the Clarke Square Neighborhood and the many organizations and organizational representatives with whom CSNI works to accomplish its mission of assisting neighbors in implementing the neighborhood’s Quality of Life Plan (see more details at [www.ClarkeSquare.org](http://www.ClarkeSquare.org)) with the ultimate goal of prosperity in, with, by and for Clarke Square.

See the accompanying job descriptions for more details about roles, responsibilities, and qualifications.

Proficiency in written and spoken English is absolutely required and proficiency in written and spoken Spanish is very highly recommended for success in this role. A high school or equivalent degree is required. Experience working in and with community based organizations, with diverse populations and/or relevant college-level studies or degree are strongly encouraged.

Candidates who wish to apply, should send a cover letter, updated resume, and three references (one personal, one professional from a supervisor [past or current], and one professional from a colleague) via e-mail to [jobs@clarkesquare.org](mailto:jobs@clarkesquare.org), by June 15, 2018 (5 pm Central) for strongest consideration. The position will be held open until a suitable and qualified candidate is hired.