

Westwood Unidos Community Connector Job Description

Overview:

The Westwood Unidos Community Connector (CC) position is a 30-hour per week paid position.

The CC will support projects in the neighborhood to increase access to physical activity for adults and children and community safety. The CC supports outdoor volunteer projects and community events and helps promote La Casita Learning and Fitness Center. In addition, the CC mobilizes the residents of Westwood to attend planning meetings, community dialogues, and events focused on exercise, safety, and parks and recreation.

Supervision:

The CC is supervised by Westwood Unidos' Coordinator, Rachel Cleaves.

Responsibilities:

The CC is responsible for:

Listen to the community to understand community priorities and to identify and recruit community leaders:

- Contact community members in person, by phone, or by email in order to set up conversations.
- Meet with community members and leaders to listen one-to-one to their priorities.
- Identify leaders and interested people to invite them to participate in appropriate activities and meetings.
- Prepare detailed notes about the conversations and submit them to the supervisor and other Community Connectors.

Facilitates action based on community priorities.

- Helps with all aspects of planning and implementing:
 - o alley and street clean-ups
 - o community events such as biking and walking
 - o neighborhood canvasses and petitions for lighting
 - o neighborhood canvasses to promote La Casita
- Supports participation in public meetings and public testimonies
- Helps with other events as needed

Invites community participation and assists with the facilitation of Safety, Built Environment, Park Design, and La Casita meetings and community events:

- o Attends Healthy Places and Westwood Unidos meetings
- o Increases diverse and representative participation in the Action Team meetings by implementing inclusive outreach strategies
- o Supports the colleagues in facilitating Action Team meetings
- o Supports efforts to engage resident participants in meetings
- o Helps set up (before) and break down (after) the meetings

Spread the word to increase participation in Westwood Unidos by community members through diverse means including: telephone calls, emails, newsletter notices, and partnership with newspapers, radio, and television.

Westwood Unidos Community Connector Job Description

Attends trainings

Distributes and collects surveys or other evaluation tools

Arrives on time and follows through on commitments, and behaves in a professional manner

Other activities as necessary

Knowledge, Skills, and Abilities

- Relationship builder
- Sees the good in people
- Creates many positive relationships with diverse audience
- Salesperson
- Helps others become leaders
- Disciplined and independent
- Passion and motivation to improve health and quality of life in 80219
- Sensitive and knowledge of the Latino community
- Can work some evenings and weekends
- Has access to a vehicle for driving in 80219 area
- Strong listening and interviewing skills
- Ability to be very organized with agendas, paperwork, and materials
- Ability to work effectively both independently and as a team member
- Professional behavior even during times of stress
- Flexibility to changing circumstances of the community

Requirements

- At least 1-year experience working or volunteering to increase community participation preferably in the 80219 zip code
- Westwood resident preferred
- Strong listening skills with the ability to see the potential in all people
- Ability to build relationships with diverse audiences
- Clear and effective oral communication skills
- Detail oriented and able to take clear notes of conversations
- Spanish-speaking required, bilingual preferred.

Hours and Compensation: 30 hours per week. \$15 per hour.

To apply:

Please fill out the attached application and submit it along with a resume and cover letter.

Ways to submit the application:

- 1) Email to Rachel.cleaves@ucdenver.edu
- 2) Turn in to Norma Brambila: 720-435-5691
- 3) Fany Mendez: 303-946-9468
- 4) Gaby Medina: 720-621-7778
- 5) Drop it off to Emily at Revision, 4200 Morrison Road, Unit 7.