Job Title: Providence PLTI Coordinator / Community Outreach Liaison Coordinator

Job Purpose:
The Providence PLTI Coordinator will be responsible for the operations of the Providence PLTI initiative. S/he will be tasked with taking care of the logistical, programmatic, and fiscal details of the PLTI initiative, along with engaging the program’s Civic Design Team (CDT) and PLTI Alumni group.

Reports to: Special Projects Manager

Supervision of: PLTI Volunteers

Job Duties:

Providence Parent Leadership Training Institute (PLTI)

- Understand civics through a strong commitment to community capacity-building.
- Distribute materials and applications for PLTI in the local community through electronic means, word of mouth, or general materials upon request.
- Recruit families to participate in PLTI.
- Provide on-site coordination for the all-day Saturday retreat, all 20 Wednesday night sessions, and graduation, and ensure all site logistics for the class, site, food, and childcare are ready, such as:
  - Coordinate the food ordering and billing.
  - Coordinate the supplies purchases.
  - Coordinate the preparation of class materials, ready at the site.
  - Distribute and collect evaluation forms at each class.
  - Gather pre- and post-test assessment data of participants.
  - Maintain accurate records of attendance, billing information, and demographic information in CAP60 data management system.
- Serve as the liaison with the site/class location regarding entry, lock up, payments, use of facilities, etc.
- With the PLTI Facilitators, invite and confirms guest speakers and assures “thank you” letters are sent.
- Coordinate the details and logistics of PLTI graduation with Manager and Facilitators.
- Assist the PLTI participants with their community project work, as deemed necessary by the Facilitators. Request assistance on their behalf to the Civic Design Team members, as Mentors.
- Participate in weekly support phone calls with National Office Technical Assistance and Manager.
- Use technology and databases for communication and systems tracking.
- Support growing Alumni group through various social, professional, and service-oriented platforms.
• Support objectives with Alumni leaders, manage alumni engagement activities, and other outreach programs to engage alumni in community projects related to Providence PLTI participants.
  Work with Volunteer Coordinator to identify volunteer/leadership opportunities for PLTI participants and Alumni.

Community Outreach Liaison

• Increase awareness of CAPP’s mission through community events, presentations, and participation in CAPP’s Outreach Committee.
• Perform additional duties as needed, in collaboration with the Special Projects Manager.
• Understand how the ROMA cycle can be utilized in all activities: Assessment, Planning, Implementation, Achievement of Results, Evaluation
• Adhere to all program and organizational policies and procedures set forth by CAPP

Other Duties:

• Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

COMPETENCIES:
In order to be successful in this position, the employee must possess, at a minimum, the following competencies.

• **Problem Solving** - Identifies and resolves problems in a timely manner.
• **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills.
• **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others’ ideas and tries new things.
• **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
• **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
• **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.
• **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
• **Ethics** - Treats people with respect; Keeps commitments; Inspire the trust of others; Works with integrity and ethically; Upholds organizational values.
• **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
• **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention.

**Education and Experience:**

- Minimum of an Associate’s degree in Human Services, Education or a closely-related field and at least two years’ experience working with Providence residents, or have a minimum of a Bachelor’s degree in a closely-related field at least six months of experience working with Providence residents.
- Knowledge and familiarity with service needs of very vulnerable individuals, families and children
- Ability to communicate clearly, coupled with a strong creative sensibility and ability to think critically and strategically.
- Proficient in Microsoft Office Suite including Word, Excel, Power Point and Outlook.
- Dual language preferred.
- Experience with policy and advocacy a plus.

**Job Details:**

- Non-Exempt/Full-Time 37.5 hours a week (40 hrs a week Monday – Friday with a ½ unpaid lunch). Flexibility to work evenings and occasional weekends required
- Benefits Available
- Salary $37,000 - $40,000 Annual Salary, based on experience
- Background Criminal Check (BCI) required
- Valid driver’s license and personal transportation (mileage will be compensated)
- Ability to lift at least 30 pounds
- Attend National PLTI 3-4 day training out of state (Dates TBD)

To apply please forward your cover letter, resume and two references (two (2) PROFESSIONAL preferred or one (1) PROFESSIONAL, and 1 PERSONAL) to:

Elizabeth Castellano  
Human Resources & Facilities Manager  
E-mail: HR@cappri.org  
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