

## Connecting Caring Communities Community Coordinator Application Packet



*Connecting Caring Communities is seeking a committed, married Christian to live and work as the Community Coordinator in the College Heights Friendship House beginning the spring/summer of 2008.*

### WHAT IS CONNECTING CARING COMMUNITIES?

Connecting Caring Communities (CCC) exists to create meaningful relationships that foster safe, caring, whole communities. We bring together caring people from all walks of life. Why? Because we believe true community renewal changes the world—one neighbor at a time. CCC is a faith-based, comprehensive community initiative in Abilene, Texas. We were established as an independent non-profit organization (501(c)(3)) in December 2005. We are modeled after the highly successful community renewal model of Community Renewal International in Shreveport, Louisiana.

Our community renewal model includes three, simple strategies. Our **Caring Team** works citywide to unite businesses, churches, civic groups, residents and others as caring partners building a stronger city. **Haven House** volunteers unite neighbors on the block where they live. **Friendship Houses** are homes in target areas and lived in by CCC staff—families who help turn vulnerable neighborhoods into havens of hope.

CCC is fairly new, but is a growing and healthy organization. We are community partners with many local organizations, churches, foundations, and individuals who support our work through word, action and financial gifts. We are proud of the impact we have already made since first beginning our community renewal work in Abilene in 2002.

*Learn more about Connecting Caring Communities and our work at [WeCareAbilene.org](http://WeCareAbilene.org).*

### COMMUNITY COORDINATOR POSITION AT THE COLLEGE HEIGHTS FRIENDSHIP HOUSE

The work of the College Heights Friendship House began in early 2006 through a partnership with Hendrick Medical Center. The College Heights Friendship House is currently located at 1249 N. 17<sup>th</sup> Street and serves the area of north Abilene between Ambler Ave, Grape St, N 8<sup>th</sup> St, and Pine St.

Community Coordinators live with his/her family in the Friendship House and work to rebuild the relational foundation of the neighborhood through relationship-building. This includes coordinating and overseeing activities at the house and in the neighborhood; initiating relationships with neighbors; community involvement and recruitment and supervision of volunteers and partners.

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*Included in this packet is a Community Coordinator Job Description, outcome measures for CCC, and an application for employment to be submitted. We seek to fill this position as soon as possible. If you have questions, you may contact Brad Carter, executive director, at [brad@wecareabilene.org](mailto:brad@wecareabilene.org) or call CCC at 325-232-8241.*

**Connecting Caring Communities**  
**COMMUNITY COORDINATOR**  
**JOB DESCRIPTION**



Plan, implement and evaluate activities, programs and events in the target neighborhood:

1. Build relationships through coordinating program activities in the target neighborhood to meet community renewal outcomes.
2. Work with Connecting Caring Communities to enlist Haven House leaders in the target area. Act as immediate point of contact for Haven Houses in the target area.
3. Establish and/or maintain a support team.
4. Establish and/or maintain relationships with neighborhood churches.
5. Develop partnerships for community renewal with interested individuals, families, groups and agencies.
6. Participate in scheduled staff meetings.
7. Attend meetings of agencies and organizations, as appropriate, as a representative of Connecting Caring Communities.
8. Maintain accurate and timely records including: attendance at club, points, daily time record, visits to parents, visits to neighbors, attendance at CCC events, needs of youth and families.
9. Initiate weekly neighborhood calling times, record and report.
10. Liaise with designated service providers. Coordinate discussion of identified problems and their solutions with school authorities, helpful agencies and churches as needed.
11. Recruit, orient, supervise and evaluate volunteers.
12. Review and evaluate operations relevant to neighborhood work and recommend changes.
13. Participate in continuing education and training opportunities.
14. Ensure upkeep of home and grounds.
15. Participate with Connecting Caring Communities in the receipt and inventory of donated and purchased goods.

## Community Renewal Outcome Measures



A goal of community renewal is to link under-resourced people in an identified neighborhood to appropriate resources through relationship building. Outcomes are measured according to the following eight elements:

1. **Education**—neighborhood children/parents report better outcomes at school as a byproduct of mentoring/tutoring programs conducted at the Friendship House.
2. **Health**—improved health status via health education, screenings and identification of individuals with chronic disease processes and target case management.
3. **Housing**—improved appearance and maintenance of neighborhood homes/properties; development of initiatives that encourage pride among neighborhood residents and promote the beautification of the overall neighborhood.
4. **Leadership**—civic engagement through empowerment; involvement in the neighborhood association and beyond.
5. **Safety**—neighborhood clean-up; appropriate engagement with the city police to enforce safety issues.
6. **Meaningful work**—improved job skills and employment opportunities.
7. **Culture of caring**—block parties and neighborhood Haven House leaders.
8. **Mutually enhancing relationships**—evidence of talents and abilities used to benefit individuals and the neighborhood as a whole.

**Connecting Caring Communities  
Community Coordinator  
Application for Employment**



EMPLOYEE INFORMATION		
Name	Home Phone	Cell Phone
Address	E-mail	

CURRENT EMPLOYMENT	
Title	Company
Employer Address	Supervisor name & phone number
Briefly outline your job responsibilities	
May we contact your current employer?    Yes    No	

PREVIOUS EMPLOYMENT	
Title	Company
Employer Address	Supervisor name & phone number
Briefly outline your job responsibilities	
May we contact this employer?    Yes    No	

PREVIOUS EMPLOYMENT	
Title	Company
Employer Address	Supervisor name & phone number
Briefly outline your job responsibilities	
May we contact this employer?    Yes    No	

Connecting Caring Communities is a community and faith-based organization. We hire individuals who are **committed, married Christians** for our Community Coordinator positions. Your family's support and well-being is critical to your ministry and the overall ministry of CCC.

Do you fit these qualifications and expectations?      Yes      No

Please explain:

Community Coordinators **live** and work in a wounded, vulnerable neighborhood. As a resident missionary, you may be considered by your neighbors to be on call 24/7 and your home open to others. Your space may become **neighborhood space**. Naturally, appropriate boundaries must be established and maintained by Community Coordinators.

Do you understand and accept these expectations?      Yes      No

Please explain:

How and what do you know about Connecting Caring Communities and its work?

Why would you like to have this position?

If hired, what gifts, skills, experiences and qualities would you bring to this position?

The information provided on this application is accurate and true. \_\_\_\_\_

Date: \_\_\_\_\_

***Please submit completed and signed application to Connecting Caring Communities;  
Attn: Community Coordinator position; 402 Cypress St, Ste 420; Abilene, Texas 79601***

We plan to respond to all received applications.