



---

## BILINGUAL CRIME PREVENTION/COMMUNITY ORGANIZER

### JOB DESCRIPTION:

Roosevelt Park Neighborhood Association (RPNA) is seeking a Bilingual Crime Prevention/Community Organizer to support the mission and work of the RPNA. This position will be responsible for developing and implementing neighborhood improvement plans, providing neighborhood-based leadership and developing initiatives for improving housing conditions. Responsibilities will include, but not be limited to:

- Plan and implement neighborhood association events for the community.
- Develop and maintain relationships with local organizations, businesses, and community members.
- Create and distribute information on RPNA activities and recruit community members into involvement.
- Coordinate volunteer groups for neighborhood improvement projects.
- Work with the police department on public safety and crime prevention issues.
- Work with various City departments on community code compliance.
- Develop public awareness of community issues and concerns. Responsible for door knocking and alerting the neighborhood when needed through flyers, email, telephone and RPNA's newsletter.
- Support adult and youth residents in project/campaign execution.
- Advocate for the neighborhood on community issues.
- Accountable for completing and documenting outcomes for grants.
- Complete inspections for the Community Code Compliance MOU program.
- Assist non-English speaking residents by directing them to appropriate community services and resources.
- Translate for RPNA at meetings, presentations and public events as needed.
- Update and create content for RPNA social media.

Qualifications: The ideal candidate will possess the following experience and education:

- Fluent in Spanish
  - Strong interpersonal and communication skills
  - Computer and standard office equipment skills and proficiency in Microsoft Office
  - Experience working with people from diverse backgrounds and cultures
  - A genuine commitment and compassion to residents and community issues
  - Experience with community organizing
  - Ability to work independently or as part of a team

Position is 40 hours per week with occasional evenings and weekends required. Starting pay range of \$17-18/hour with paid time off, paid holidays and health insurance stipend.

Send resume and cover letter to:

Amy Brower, Executive Director  
Roosevelt Park Neighborhood Association  
1260 Grandville Avenue SW, Grand Rapids, MI 49503  
or email to [amy@rooseveltparkna.org](mailto:amy@rooseveltparkna.org)

Roosevelt Park Neighborhood Association is an equal opportunity employer.