

HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG

Position Description

Title: EnVision Center/ConnectHome USA Specialist

Date: September 2024

Location: Phillipsburg Housing Authority Community Building

POSITION SUMMARY

This Non-Exempt position of EnVision Center/ConnectHome USA Specialist is responsible for managing, promoting, planning and executing programs with internal and external stakeholders within the operational guidelines and mission as set forth by the PHA through its Executive Director.

DUTIES and RESPONSIBILITIES

Under the supervisory direction of the Executive Director and/or Director of Operations

A. Essential Functions:

1. Ability to develop, plan, execute and administer educational/instructional programs based on PHA residents needs assessment.
2. Coordinate programs with our Community Partners promoting the 4 pillars of the EnVision Center. Economic Empowerment, Health and Wellness, Educational Advancement, Character and Leadership.
3. In conjunction with the Executive Director or assignee, ensure the EnVision Center goals and mission are being achieved.
4. Promote the mission and successes of the EnVision Center and ConnectHome USA.
5. Ensure the operational function of all equipment. Make management aware of any needed facility and/or equipment repairs.
6. Build relationships with Community Organizations, Businesses and Government Agencies that can offer instructional classes, seminars and programs to our residents.
7. Assist ROSS Coordinator with EnVision Center/ConnectHome USA programs as needed.
8. Ensure ongoing communications with ROSS Coordinator to achieve common goals while avoiding duplication of efforts.
9. Maintain Outlook based schedule/calendar of all EnVision Center activities accessible to the PHA staff.
10. Respond to and maintain a log of all inquiries (that are received, in person, email, social media).
11. Conduct ongoing outreach to PHA residents to promote EnVision Center programs with an emphasis on digital education.
12. Collect, track and prepare reports containing participants registration information and feedback for summation as needed.
13. May require overnight travel.
14. Other duties as assigned.

B. Required Knowledge, Skills, & Abilities:

1. Ability to utilize Microsoft Office and other Windows based computer programs.
2. Ability to communicate clearly both verbally and in writing.
3. Completes all required reports via computer system.
4. Ability to organize information in various formats.
5. Ability to read, interpret and apply complex policies and procedures.
6. Possess good spelling and grammatical skills.
7. Must have and maintain a current driver's license and be insurable under the Authority's automobile insurance.
8. Ability to lift at least 30 lbs. for storage of supplies.

REQUIRED QUALIFICATIONS:

A College Degree is Preferred. Must have a High School Graduation Diploma or equivalent. Required knowledge, skills and abilities for this position would normally be gained through pursuit of college degree, at least one year of practical experience and/or training preferably within social services, community outreach, event planning/coordination and other applicable social media.

The duties and responsibilities outlined above are designed to serve as a guideline and do not in any way, restrict the Housing Authority, through its Executive Director or assignee, from amending or augmenting these duties and responsibilities by inter-related oral or written instructions, directives or memoranda.

Receipt: I acknowledge that I have received a copy of this position description and understand its requirements.

Print Name: _____ Date: _____

Employee Signature: _____