

POSITION DEFINITION:

Under the direction of the Executive Director, the Community Engagement Officer acts as representative of the Authority to establish, develop, and maintain positive working relationships with various constituents.

ESSENTIAL DUTIES:

- Acts as a liaison between the Authority and various community constituents and organizations.
- Acts as liaison between the Authority, the Hartford Housing Tenants Organization (“HHTO”), and the Resident Councils, with particular emphasis on information gathering and distribution.
- Establishes, develops, and maintains close working relationships between tenants, staff, and special interest groups.
- As needed, addresses concerns and issues from applicants, residents, Housing Choice Voucher (“HCV) participants and landlords.
- Acts as a representative of the Authority at various meetings and events when requested to do so by the Executive Director
- Provides regular written reports to the Executive Director
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

- Bachelor’s Degree preferred in the fields of Human Services, Psychology, Sociology, Public Administration, or other related discipline.
- Five years successful experience working in the capacity of community liaison, community outreach, social services environment, or similar experience. Public Housing experience is a plus.
- Proven ability to speak, read, and write in a clear and concise manner.
- Working knowledge of federal and state housing laws and regulations a plus.
- Demonstrated ability to work and make effective decisions independently.
- Demonstrated ability to manage changing priorities.
- Proven interpersonal, project management, and communication skills.
- Demonstrated ability to establish and maintain effective working relationships with external officials, constituents, professional groups, and the public.
- Proven computer literacy, proficiency in MS Office products required.
- Bilingual (Spanish) preferred but not required.