



Job Posting: Community & Youth Coordinator – Carrot Way

Avalon Housing is a non-profit supportive housing provider created in 1992 as a long-term solution to homelessness. Avalon owns and operates apartments at sites throughout Ann Arbor, manages rent vouchers with private landlords, and partners with both the Ann Arbor and Ypsilanti Housing Commission to provide housing alternatives for formerly homeless adults and families throughout Washtenaw County.

The Community Building Team works to build and support Avalon tenant communities to develop safe and healthy environments, encourage leadership and participation in the organization, and assist Avalon community members to develop informal peer support networks. Carrot Way is a community comprised of 30 townhomes housing adults and families. The Community & Youth Coordinator, based out of Carrot Way, is responsible for oversight and coordination of programming for the Carrot Way Community, as well as general oversight and maintenance of the Community Center. This position will collaborate with the Community and Youth Programming Lead, as well as the Community Building Team Lead and other Community Building Team members at Avalon in the planning and oversight of community center programming and will be the lead person on all youth programming. This position will directly supervise the Carrot Way Youth Program Assistants.

Core Responsibilities include, but are not limited to:

Community Building Responsibilities:

- Coordination of weekly food pantry
- Coordination and facilitation of community meetings at Carrot Way
- Coordinate and assist in the initiation, facilitation and promotion of on-site community activities
- General oversight of Carrot Way Community Center to ensure center is accessible to tenants and has everything it needs to run smoothly
- Will provide crisis intervention as needed
- Will advocate with external community resources and provide referrals as needed

Youth and Families Focused Responsibilities:

- Will work closely with all services teams and Team Leaders to survey tenants and gather feedback, while connecting tenants to each other and fostering a sense of community and safety, as well as

Avalon Housing is an Equal Opportunities Employer



gauging tenants' interest to help drive programming and events for youth and families served by Avalon

- Coordination and oversight of all youth programming at the Carrot Way Community Center
- Work with Community and Youth Coordinator Lead to develop and revise programs for our youth aged Kindergarten through 8th grade
- Work closely with other staff, interns and volunteers involved with Youth Programs
- Will facilitate Avalon's First Steps program , and will work with Community and Youth Coordinator Lead on implementing and revising programming for our youngest residents
- Oversight of the Youth Program Assistants at Carrot Way

Team Role and Collaboration:

- Will attend bi-weekly Family Services Team meetings
- Regular meetings with Supervisor for goal planning and review of progress
- Work closely with Family Supports Coordinators to ensure they are aware of any pertinent information that may arise
- Work with Community and Youth Coordinator Lead as necessary to report and provide information in accordance with Avalon Housing's Mandatory Reporting Policy
- Cross collaboration with and assisting other community staff as needed

Required Qualifications

- At least one year experience in human services, preferably working with similar populations, including people who are homeless, people with mental illness, chronic health, and/or addiction disorders
- Safe Serve Certified (can be completed upon hiring)

Desired Skills and Abilities

- BA degree in social or behavioral science preferred
- Basic understanding of homelessness and various characteristics of homeless adult population; experience with issues of mental illness and substance abuse preferred
- Experience with or working knowledge of community organizing
- Ability to effectively work with diverse populations in a non-judgmental way
- Capacity to respond to crisis situations
- Strong communication skills – both verbal and written
- Strong problem-solving skills

Avalon Housing is an Equal Opportunities Employer



- Ability to recognize appropriate boundaries with clients
- Ability to work as part of a team
- Must possess a highly positive and enthusiastic attitude and strong commitment toward helping those in need
- Interest and experience in working with individuals who are difficult to engage and refer to traditional programs, subscribe to a philosophy of tolerance and ability to engage with individuals in their current stage of change, expressed knowledge, acceptance, and/or experience with principles of harm reduction
- Ability to communicate and work effectively with staff from various backgrounds
- Ability to work flexible hours as required by programs and staffing needs
- Avalon Housing is dedicated to eliminating racial inequities. Successful candidates will demonstrate the ability to work well with multicultural communities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required sit for long periods of time, drive a vehicle with passengers, communicate with other persons by talking and hearing, required to lift and carry items weighing up to 25 pounds and to operate computer hardware systems.

***This position requires at least two evening shifts from 12 PM to 8 PM per week.**

A valid driver's license and reliable transportation is required.

Reports to: Community and Youth Coordinator Lead.

This position and office is based in Ann Arbor, MI.

Status: Full Time, Permanent Salaried Position (40 hours per week)

To apply please send a resume, cover letter, and references to jobs@avalonhousing.org or mail to:

Avalon Housing, Inc., Attn: Personnel

1327 Jones Drive, Suite 102

Ann Arbor MI 48105

This posting will remain open until the position is filled.

Please include the job position title in your email subject line.

Avalon Housing is an Equal Opportunities Employer



Avalon Housing is an equal opportunity employer and actively seeks applicants from diverse racial and ethnic backgrounds, as well as historically marginalized groups. This includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or mental health conditions, and with lived experience with homelessness or recovery from a substance use disorder. Avalon also encourages those with criminal histories to apply. Avalon doesn't request information about criminal histories unless and until an offer of employment is extended. Avalon may exclude someone based on criminal history if it determines the criminal history is related to or directly conflicts with the responsibilities of the position.

Avalon Housing is an Equal Opportunities Employer

