



Community Builders Network of Metro St. Louis Community Development Specialist

Title of Job: Community Development Specialist

Organization: The Community Builders Network of Metro St. Louis (CBN) is a regional association of community building organizations working to build vibrant neighborhoods where people of different incomes, races, and walks of life can access the opportunities and resources necessary for a good life. CBN believes that strong neighborhoods help to build a strong regional economy. CBN works towards these goals by:

- increasing the capacity of member organizations
- developing a more supportive community building system
- raising public awareness of the importance of community building

Position Description:

The CBN Community Development Specialist will be responsible for running committees, communicating with members, arranging events and trainings, reporting requirements and managing files, fundraising, and other duties as needed. The Community Development Specialist will work with and be trained by current staff based at the University of Missouri St. Louis.

The Community Development Specialist is a full-time contract position with a salary commensurate with experience ranging from the high \$30,000s to low \$40,000s.

Major areas of responsibility:

- Manage committees, member communications, financial and business administration issues, and network reporting and filing
- Support the development and implementation of capacity building efforts
- Manage events (such as the annual awards reception) and trainings
- Carry out fund development strategies and objectives

Requirements:

- Bachelors of Social Work, Public Administration, Urban Planning, or related field
- Knowledge of community development policies and practices
- Experience with Microsoft office and data analysis techniques

Contact:

Email cover letter, resume, and three references to Karl Guenther, Community Development Specialist, at guentherk@umsl.edu.

Deadline for applications: Wednesday, April 13, 2016