



## **Community Liaison Director**

**Reports to: Executive Director**

**Supervises: Learning Opportunity staff and volunteers**

### **Desired Impact:**

The Community Liaison Director provides leadership, and coordination which facilitates the forming of a strong, supportive, inclusive relationship between Village of Merici Inc. and the extended community including City of Lawrence, Indianapolis, and Carmel. This position will be responsible for integrated activities in the community.

Our ideal Director will have excellent organizational, communication and writing skills, but also the ability to foster positive relationships with both individuals and organizations. You will be the principal ambassador for the organization, often engaging internally and publicly, delivering the company's vision within the local community.

- Develop a strategy to build and maintain learning opportunities and activities that will have a positive impact on the community.
- Build and maintain relationships with key individuals and other organizations in the community.
- Identifies opportunities and encourages community members in their involvement within the Lawrence and Indianapolis larger community (Ft Ben YMCA, Ft Harrison State Park, Lawrence Parks and Recreation, Best Buddies, Lawrence Arts Community, Ivy Tech Community College, marathons, holiday events, etc):
- Attend relevant events and activities to represent Village of Merici and build strong relationships with key community members.
- Meet with businesses and organizations in Lawrence, Carmel and Indianapolis area for collaboration and promotion of the mission of Village of Merici and its community integration focus acting as a liaison between the Village of Merici and the community.
- Establishes meetings on a regular basis to assist people we support in communicating with one another.
- Identifies and plans learning opportunities that promote health, wellness and spiritual development (Meditation, yoga, relationship and sexual health, participation in community wellness opportunities) activities
- Per the Tenant Investment Plan will meet deadlines and activities at Merici Village Apartments and North End Apartments

- Recruits and supervises volunteers who implement educational and leisure opportunities
- Develops learning opportunities among local community organizations and Village of Merici to focus on the concept of a “community within a community”.
- Recruits and supervises interns and practicum students who need to complete field work that provides opportunities to work with persons we support.
- Works collaboratively with the Executive Director, and leadership team to ensure the effective, efficient, and productive operation of learning opportunities which assist the persons we support in personal growth and development.
- Is responsible for routine communication to staff, families and community members through the One Call system, the community whiteboard, and the weekly Update
- Assists in grant writing to foundations, organizations, and government entities.
- Demonstrates initiative in helping Village of Merici move forward in the development of our unique Vision.
- Operates within approved budget line items.
- Assists the Executive Director in the identification of potential organizational resources with higher education institutions, local high schools, religious organizations, nonprofit sector, government entities, financial resources and grants, fundraising efforts and volunteer/support organizations.

Participates in the following activities:

- Merici city rides
- Tenant Investment plan
- Apartment round table
- Family Council Support
- Resident quarterly meetings
- Lawrence Advisory Counsel on Disabilities – LACD
- Kiwanis – Aktion Club
- Disability groups
- Exchange club
- FHRA
- Book Clubs
- Lawton Loop association meetings
- Data tracking
- Merici Kitchen Project

### **Knowledge, Skills & Abilities**

- 1 year experience in management and staff supervision in a direct support setting required

- Strong organizational ability
- Excellent written and oral communication skills
- Strong problem-solving ability
- Strong people skills, sense of professionalism, and team building.
- Excellent record keeping skills, report writing abilities, and capacity to clearly communicate and demonstrate understanding of information.
- Ability to prioritize and effectively manage time
- Knowledge, understanding, and use of people first language.
- Minimum of a Bachelor's Degree in an appropriate field, or a High School Diploma or GED plus significant related training and experience required. An advanced degree or comparable training and experienced preferred.
- Must pass a criminal background check and drug screening
- Minimum 21 years of age
- Valid IN Driver's License that meets the agency insurability requirements
- Requires a combination of sitting and standing
- Must have regular and predictable attendance
- Must be able to work a varied schedule including weekends and on-call support

For additional information and salary range contact [colleenrenie@villageofmerici.org](mailto:colleenrenie@villageofmerici.org)

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