

# Brownsville Partnership

## Part-time Position: Prospect Plaza Community Planning Assistant

The Prospect Plaza Community Planning Assistant will work with Community Solutions, Inc., Brownsville Partnership (BP) and Credit Where Credit is Due (CWCID) to make connections with individuals who were former residents of Prospect Plaza Houses. The goal of the Community Planning work is to connect with former Prospect Plaza families and link them to CWCID services.

The Planning Assistant will be given training in community engagement by the BP and training in financial management assessment by CWCID staff to develop the best ways to connect with their former neighbors and link them to financial management services. This outreach work may involve surveys carried out individually or group discussions by organizing meetings. The Planning Assistant will assist the Community Planning Partner with meetings, take notes, and provide written summaries of the content of the meetings to the project team on a part-time schedule.

### Responsibilities

- To identify and contact former residents of Prospect Plaza Houses through direct door to door contact, phone banking, letter campaigning and community engagement activities and or events.
- Serve as a key link between programs (BP and CWCID) and the former residents by delivering program messages and materials throughout the community as needed.
- To assist in planning community events and forums providing an opportunity for former residents to increase their awareness of and potential participation in their personal financial planning.
- Participate in training sessions and other meetings with BP and CWCID staff as required.

### Requirements

- Ideally, a former resident of the Prospect Plaza Houses or current resident of a NYCHA development in Brownsville; if not, then a former resident of NYCHA.
- Ability to engage with residents from multiple access points (social networks, faith based communities, community groups and organizations);
- Agreement with goals of project and of engagement process;
- Willingness to sign confidentiality and conflict of interest agreements;
- Comfort working as part of a team;

**To apply:** Please email resume to [aampry-samuel@commonground.org](mailto:aampry-samuel@commonground.org) or fax 718.2828591.

The Brownsville Partnership, since 2008, has worked with families in NYCHA developments within Brownsville helping to prevent evictions and homelessness; promoting early childhood development; assisting with education, training and employment services; and connecting residents to community health education.