

Community Project Coordinator

Position Description (Temporary PT Position, December 2022)



Are you someone who wants to make a positive impact on the community? Do you want to be able to truly see the results?

We are looking for a Community Project Coordinator to coordinate and oversee physical improvement projects, known as Early Action Activities in four neighborhoods in the Northside. Projects include improving playgrounds, parks, and public art projects. All of the Early Action Activities are part of Allegheny Dwellings Choice Neighborhoods. Neighborhoods include Fineview, Perry Hilltop, Charles Street Valley, and California Kirkbride. Learn more at www.alleghenydwellingschoice.org.

Fineview and Perry Hilltop Citizens Councils are two resident / member led community development corporations working to build a C.A.R.I.N.G community—one that is collaborative, advocating, inspiring, neighborly, and gracious. We focus on affordable housing, beautification, and outreach.

Summary:

- The Community Project Coordinator will be responsible for implementing Early Action Activities – physical improvement projects in our community, such as greening, public art, and improving playspaces.

Supervision:

- The Community Project Coordinator reports to the CHOICE Community Planning Consultant

Responsibilities:

- Create, review, and coordinate RFP process for community artists
- Shepherd projects through community design and city review process, where needed
- Coordinate multiple service projects to be completed by November 2022
- Purchase and ensure necessary supplies and materials are obtained

- Coordinate with other community leaders and other stakeholders
- Coordinate with community partners, such as Grounded, Landsforce to complete projects
- Connect with PHCC/FCC to organize volunteers who will assist with and engage with projects

Skills:

- Organized, independent
- Dedicated to community revitalization
- Flexibility to be able to shift plans if something changes
- Good at motivating others to participate in the activities
- Knowledge of public art and city processes is not required, but would be beneficial for the position.

Requirements:

- Available through December with possibility of extending
- Must be 21 years of age or older
- Experience with project management and coordinator
- Experience with diverse populations and communities of color

Location: Hybrid, mix of virtual, office and community (Northside, Pittsburgh)

Additional Details:

- Temporary Part-Time Position through December 2022 with possibility of extending
- \$32-\$40/hour, 15-20 hours per week, flexible schedule
- Start date: Sep 1, 2022

Interested? Contact us at joanna@ourfuturehilltop.org or 412.206-9402

Apply: Send your resume, along with a paragraph describing why you are interested in this position to joanna@ourfuturehilltop.org or drop it off to 2438 Wilson Ave 15214.

FCC and PHCC are Equal Opportunity Employers. We prohibit discrimination and harassment of any kind. Employment decisions are made without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Project Descriptions:

A. Allegheny Dwellings Playground Renewal

Allegheny Dwellings Playground Renewal will improve the play area in the Belleau Drive circle. There is a population of Allegheny Dwellings residents with young children, typically under 5 years of age who would like to reclaim the play area in their community. Currently, the play surface consists of wooden mulch, however, this poses a safety risk for young children who still put foreign objects in their mouths. The play area also lacks seating areas for the mothers to sit while their children engage in play. To improve health and safety, we would also add in trash receptacles. There is also an opportunity to include a small garden area for community members, as well. There is not currently a play area for children 5-12 and they are often seen playing in the street or other unsafe locations. If timeline and budgeting allows, there could be an additional playspace created for children 5-12 years of age. LEAD: Housing Authority City of Pittsburgh

B. Letsche Gazebo

Allegheny Dwellings, Letsche Street Community has requested a gathering area for its residents at the entryway intersection of Federal Street and Mercy Street leading into Letsche Street. This gathering area would include a pre-built gazebo structure and seating area. It is important that the structure be able to be relocated depending on the finalized redevelopment plans for Allegheny Dwellings. To connect this area with the Belleau Playspace, we would include above ground planter boxes for residents to plant flowers. LEAD: Housing Authority City of Pittsburgh

C. California Avenue Playground Revitalization

California Avenue Playground is utilized by the community members of California-Kirkbride, as well as, other neighborhoods. This playground is on a main road through the community and attracts people by being bright and colorful. Unfortunately, the playground needs additional maintenance and repairs, including replacing some of the wooden play structures. There is also no fencing present which poses a safety risk for children since it is located on such a busy thoroughway. Lead: California Kirkbride Neighbors

D. Fowler Park Revamp

Fowler Park is a frequently used playground by the entire Choice community. There is currently only one bench which is in disrepair. We will purchase a variety of benches for the park, both circular and straight. We will get supplies to improve other features throughout the park, such as the wooden planters. Additionally, we will purchase new rubber mulch for the playground.

There are no trash receptacles in the lower area of the park. This leads to a consistent litter issue that challenges the health and safety of the community. The city has offered to install trash receptacles for free. We will show them where we'd like them to go. Lead: Perry Hilltop Citizens Council

E. Ballfield Farm

Ballfield Farm has the unique opportunity to engage community members in urban farming while also addressing the issue of lack of access to fresh produce. They are solely operated by volunteers and grant funding. Lead: Perry Hilltop Citizens Council

F. Perrysville Mural

This mural would be located on the side of a privately owned home that is visible as you travel down the main road of Perry Hilltop, Perrysville Avenue. The community has stated that they would enjoy a mural in this location. There must be a process of community engagement to determine draft ideas and the final project. Lead: Perry Hilltop Citizens Council

G. Strauss-Cross Parklet Playground

The Strauss & Cross Parklet is an important site in the Charles Street Valley neighborhood that is widely utilized by community members. However, it is in need of improvements including the basketball court, creating a seating area for families, improving the play structure and fencing, and installing trees and shrubs. Lead: Charles Street Area Corporation

H. Cal-Kirk Parklet Creation

The intersection of Brighton Road, California Avenue and Brighton Place is the entryway and the heart of the California-Kirkbride community. Historically, community members have gathered here to learn about upcoming community events and connect with their neighbors. This is the site of the seasonal produce market and home to annual community celebrations. Lead: California Kirkbride Neighbors

I. Fineview Park

Fineview Park has recently received investment to improve the neighborhood park and encourage increased use by community members. Since then, Fineview Park has returned to a frequently used recreational area by community members. To install signage and art in the space, would be a highly visible project that would be appreciated and enjoyed by the entire Fineview community. Lead: Fineview Citizens Council

J. Edenvale Trail

Edenvale Trail is a frequent thoroughway used by community members in the Fineview Area to easily access Fineview Park. However, it is currently overgrown and in need of landscaping services to deter individuals from littering in the area. Lead Fineview Citizens Council

K. Fineview Overlook

Fineview is historically known for its great views of the city. The Fineview Overlook provides a recreational seating area for community members to gather and enjoy the views of the Fineview community. However, the area is in need of an updated bulletin board and residents would like historical signage to encourage residents from other neighborhoods to make this a local attraction. Lead: Fineview Citizens Council

L. Carrie Street Sculpture

Historically, the Carrie Street Sculpture is an attraction for the neighbors of Fineview who enjoy the fitness trails and outdoor attractions in the neighborhood. The community has lacked the necessary resources to maintain the sculpture, therefore we suggest improvements that will encourage and excite the community. Lead: Fineview Citizens Council