



Network Builder East County

Job Overview

About IMPACT Silver Spring:

IMPACT Silver Spring is a non-profit organization founded in 1999 to support the Silver Spring community as it faced the challenges and opportunities of extreme demographic and economic change. IMPACT focuses on racial and economic equity by working for change at an individuals, communities, and systems level. This unique and specific focus of IMPACT's work is done through network-building. A purposeful effort to build and strengthen networks of diverse residents to increase their number of social connections within their own communities and across lines of difference; practice value exchange; and act in mutually supportive, network-centric ways. The unique and specific focus of IMPACT's work is network-building.

Position overview:

The East County Network Builder facilitates the development of resident-led networks that promote mutual support, resource exchange, and collective action to improve quality of life and advance equity. Focused on the Briggs Chaney and White Oak neighborhoods, this role is instrumental in strengthening community connections, particularly through the East County Service Consolidation Hub. By engagement through the network-building approach, the Network Builder fosters inclusive, empowered communities within the IMPACT network, ensuring meaningful participation and impactful outcomes for residents.

Duties and Responsibilities:

Equity and Capacity Building:

- Collaboratively conduct at least one annual equity and facilitation training for community members.
- Collaboratively facilitate at least four leadership development and technical assistance sessions for residents or partners.
- Collaboratively host quarterly workshops on racial equity and advocacy.

Community Spaces and Outreach:

- Provide at least four community spaces for resident advocacy, economic opportunities, and quality of life improvements.
- Conduct outreach through personal visits, canvassing, tabling at events, and community meetings.
- Organize and facilitate regular Network gatherings based on our framework.
- Participate in staff planning and support at least one large-scale community event to build relationships and awareness.
- Facilitate at least four participatory sessions at the hub to identify issues, provide information, and connect residents to resources.
- Manage event logistics, including outreach, food, supplies, childcare, and interpretation services.
- Facilitate bi-monthly listening spaces for residents served at the hub to discuss challenges and solutions.
- Build connections with local institutions to expand community support networks.
- Recruit and engage volunteers, facilitators, and civic leaders in network events.

- Connect residents to services and resources through warm referrals.
- Attend food hub distribution sites twice a week and collaborate with community partners and DHHS to strategically connect residents to food assistance and other essential services.

Administrative Responsibilities

- Maintain accurate records of program activities, attendance, and outcomes.
- Track volunteers, facilitators, and engagement levels.
- Document progress and provide updates for newsletters, reports, and social media.
- Assist in budget preparation and monitor engagement-related expenses.
- Manage event logistics, including venue reservations and material preparation.
- Respond to emails and manage correspondence promptly.
- Schedule meetings, prepare agendas, and support event planning.
- Provide weekly and monthly reports on engagement efforts.
- Attend all IMPACT training sessions, team meetings, and staff meetings.
- Loves co-design and collaboration.

Qualifications:

- Proven experience in community organizing, engagement, and relationship building, particularly in diverse and underserved communities.
- Knowledge of racial and economic equity.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Have a valid driver's license and access to a vehicle. This position requires regular travel within Montgomery County, and flexibility in working hours, including evening and occasional weekend commitments.
- Strong organizational skills and ability to manage multiple tasks independently.
- Fluency in languages commonly spoken within the community is preferred.

Salary and Benefits

This is a full-time position. We believe in fostering a supportive work environment that values both in-office collaboration and the benefits of remote work. The balance may vary based on organizational needs, but attendance at in-person staff meetings, team collaboration days, and other designated events is mandatory for team alignment and engagement. The salary for this position is between \$60,000 to \$63,000. IMPACT offers a collegial, supportive working environment, as well as paid holidays, annual leave, sick leave, and the last week of the calendar year off.

Interested candidates should send their cover letter with resume electronically to jobs@impactsilverspring.org. The application process will be open until the position is filled. No phone inquiries please.