



Providence Redevelopment Agency

Jorge O. Elorza, Mayor | Bonnie Nickerson AICP, Executive Director

Neighborhood Revitalization Coordinator

Job Type: Contract

Rate: Part-Time Contract, \$17- \$21, Hours Negotiable

Job Summary

Under the direction of the Director of Real Estate, the Neighborhood Revitalization Coordinator will assist in asset management of PRA-owned properties and parcels and be responsible for developing and maintaining an inventory of blighted lots and residential and commercial properties in each neighborhood in Providence. The Neighborhood Revitalization Coordinator will work closely with other staff in the Department of Planning and Development and other City departments on neighborhood planning and revitalization efforts, with the goal of improving the quality of life in Providence neighborhoods.

- **Program Development:** Assist PRA staff in developing innovative programs to foster redevelopment such as a pilot land bank program and build on existing programs.
- **Site Assessment:** Perform frequent site visits of Providence neighborhoods to document existing conditions of vacant and blighted properties and assess for potential agency action.
- **On-Call Site Surveillance:** Assist with on-call visits to PRA-owned properties to address site issues such as forced entry or hazardous conditions. Note: PRA holds a limited portfolio of properties during substantial rehabilitation.
- **Department Referral:** Work with various city departments on issues related to targeted parcels, including violation and code enforcement.
- **Community Outreach:** Will serve as the primary contact in the PRA for inquiries to purchase a municipal or agency-owned vacant parcel, or referrals.
- **Program/Site Reports:** Oversee property data collection and assist in updating agency database systems.

Performance Standard: Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

Required Knowledge

- Planning - Comprehensive knowledge of philosophies, practices, principles, and techniques of the municipal and strategic planning processes as they pertain to development and redevelopment. Knowledge of local government operations, as well as basic social service organizations and programs.
- Community Development – Knowledge of principles and practices in neighborhood and program planning. Awareness of City ordinances, codes and regulations pertaining to neighborhood planning.
- Technology – Knowledge of personal computers, word processing, spreadsheet, and related software to effectively complete a variety of assignments with reasonable speed and accuracy.
- Customer Service — Thorough knowledge of principles and processes for providing customer service to include setting and meeting quality standards for services, and evaluation of customer satisfaction.

Required Skills

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444 Westminster Street Providence, Rhode Island 02903

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- **Interpersonal Relationships** — Establishes and builds cooperative working relationships with employees, citizens, community and private organizations, and other stakeholders. Effectively responds to and resolves complex inquiries and disputes. Handles all interactions with poise, tact and diplomacy.
- **Community Engagement** – Participates in engagement with residents and other stakeholders and has the ability to build successful partnerships focused on strengthening and revitalizing neighborhoods, requiring conflict resolution and negotiation skills.
- **Critical Thinking** — Uses logic and reasoning to understand, analyze, and evaluate complex situations and researches information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- **Time Management** — Plans and organizes daily work routine and projects. Estimates expected time of completion of elements of work and establishes a schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

Required Abilities

- **Communication** — Excellent ability to communicate complex ideas and proposals effectively to diverse audiences, both orally and in writing, to include preparing and presenting a wide variety of public relations materials, conducting meetings, and report preparation. Ability to understand political sensitivities and handle a variety of issues with tact and diplomacy.
- **Judgement/Decision Making** – Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions, and to work independently.
- Proficient in the use of computer word processing, spreadsheet and database programs, as well as internet and email.
- Secondary language representative of neighborhood populations is desired, but not required.
- Previous work with on-site assessment is highly desirable. The candidate must have the ability to drive for frequent, citywide travel.

Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities would qualify. PRA will review candidates that exhibit clear expertise and work history through formal education, portfolio or community program development. Additional educational courses and training may be paid for by PRA.

About the Providence Redevelopment Agency (“PRA”)

Since 1946, the PRA has focused on the elimination and prevention of blighted and substandard areas in the City of Providence. The agency is also granted broad power to foster economic development. Redevelopment Agencies across the country have adopted a more nuanced approach to redevelopment which fosters neighborhood revitalization and private investment. PRA implements a suite of tools to bring the City’s underutilized properties back into productive use and will increase its block-by-block outreach in efforts towards post-pandemic neighborhood recovery. Programs will aim for mindful incremental improvements to protect, restore and renew Providence neighborhoods.

To apply, applicants may email a cover letter and resume to Darcy Charleson, Assistant to the Executive Director, at dcharleson@providenceri.gov. *Providence Redevelopment Agency formally invites historically underrepresented groups, such as women and minorities to apply for its open positions.*

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