



Job Announcement

Position Title: Community Relations & Internal Operations Coordinator

Reports to: Director of Community Relations & Internal Operations

Organizational Summary

Burten, Bell, Carr Development, Inc. “BBC” is not your typical development company. For over 30 years, we have invested in the fabric of underserved neighborhoods and ensure our projects align with the community's vision. If you are interested in working for a company that is mission-driven and values respect, accountability, caring, and empathy then we invite you to apply today! To learn more about BBC, visit our website at www.bbcdevelopment.org

Job Summary

The Community Relations & Internal Operations Coordinator will work closely with the senior management, management, and other teams, as well as other staff, to support the efficient implementation of internal processes and procedures with fidelity. This position requires an organized, highly detailed individual who is skilled in facilitation and the synthesis of information from a variety of sources.

Essential Functions

- Support the maintenance of a positive and progressive corporate image.
- Facilitate the organization’s Fiscal Agent and Fiscal Sponsorship roles with community stakeholders.
- Attend community networking events to create additional relationships with the community.
- Prepare presentations and marketing materials.
- Support the implementation of the marketing and communications plan.
- Maintain the master list of BBC programs and projects.
- Create process maps for internal practices such as digital data storage and customer relationship management.
- Coordinate processes for writing, reporting, tracking, and maintaining compliance with grants and contracts.

Qualifications

- Bachelor’s Degree in Public Administration, Non-profit management, Business or Equivalent from an accredited college or university. Relevant work experience may be considered in lieu of degree.
- Competency in all office-based functions (Microsoft Office – all major components), Customer Relationship Management software, database management, and presentation software.
- Excellent oral and written communication skills.
- Detail-oriented, flexible, self-motivated, solution-oriented and a team player
- Ability to adapt to changing assignments and multiple priorities

Compensation

Starting at \$45,000 annually; commensurate with experience. Full-time, exempt position with Health/Vision/Dental/Life Insurance, EAP, HSA and 401k matching.

How to Apply

Please visit www.bbcdevelopment.org/find-employment or send your resume and cover letter to info@bbcdevelopment.org.