

LINK Center Coordinator

Summary

The LINK Center Coordinator maintains and oversees community resources (print materials, directories, etc.) available at the LINK Center and helps recruit, train, and schedule LINK Center staff and volunteers. This is a part-time (20 hours per week) position.

Tasks

- Promote the LINK Center as a community asset intended to connect visitors with local resources, including but not limited to health, legal, food, housing, Adult Basic Education, and City/County services
- Learn about resources in Rice County and help LINK Center visitors to access them
- Recruit and train bilingual individuals to staff the LINK Center
- Create and manage schedule to ensure coverage during times the LINK Center is open (aligns with the City of Northfield's work schedule)
- Manage all aspects of the monthly LINK Center Newsletter
- Commit to regular weekly hours at the LINK Center and serve as a substitute when others are not available
- Connect with diverse members of the Northfield community
- Coordinate visits by Face-to-Face partners (Rice County Public Health, the HOPE Center, etc.)
- Assist as needed with data tracking for grant reports

Required Qualities

- Bilingual in English and Spanish
- Proficient in Microsoft Office (PowerPoint, Word, and Excel) and Google Suite
- Demonstrated ability to maintain confidentiality and handle sensitive information with care
- Highly organized with superior attention to detail
- Excellent ability to multi-task and take initiative
- Excellent ability to deal effectively with ambiguity, think critically, and respond to new and different situations
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Self-motivated, able to work independently
- Willingness to serve visitors in a positive, helpful manner and to train volunteers to do the same
- Willingness to maintain the standards, carry out the purpose, and adhere to the policies of the Northfield Healthy Community Initiative

Preferred Qualities

- Two-year college degree or commensurate experience
- Experience managing volunteers
- Familiarity with organizations and resources in Rice County
- Experience working with low-income and diverse communities
- Experience in marketing