



Job Title: Community Coach

Company: Keep Iowa Beautiful – Hometown Pride program

Location: Hamilton County, Iowa

Job Type: Contract (24-28 hrs/week)

Job Summary: Keep Iowa Beautiful and its partner communities are seeking an experienced community development professional to serve as the *Community Coach* for the *Hometown Pride* program in Hamilton County. The Community Coach will work with local leaders to establish and support a Hometown Pride program in 9 participating towns in Hamilton County. The “coach” provides long-term strategic direction and support to each town, empowering local volunteers to complete community betterment projects that will: cultivate local leadership, enhance community amenities, foster civic pride, boost economic vitality and build community partnerships.

The ideal candidate will be:

- *A skilled communicator who can build consensus among varied stakeholders*
- *Passionate and knowledgeable about community development in small towns*
- *Comfortable managing volunteers*

About Hometown Pride: Established in 2012 by Keep Iowa Beautiful, Hometown Pride is a proven initiative to strengthen Iowa’s small towns and has been implemented in more than 100 communities. For details and success stories, visit: <https://keepiowabeautiful.org/programming/hometown-pride/>

Duties:

- Work with local leaders and residents to establish and sustain a successful Hometown Pride program in each community
- Assist each town in creating a Hometown Pride committee (made up of local volunteers) and provide on-going guidance and oversight to each committee:
 - o Help committee establish a clear action plan and ensure they make consistent progress
 - o Empower volunteers to complete community betterment projects and develop leadership skills
 - o Research and identify resources, best practices, and funding to implement projects
 - o Equip volunteers with knowledge and skills to fundraise and apply for grants
 - o Attend regular committee meetings to advise and encourage volunteers
 - o Assist with volunteer recruitment and train volunteers to effectually fill leadership roles
 - o Ensure committee follows best practices for organizational and financial management
- Work with local leaders to assess existing community-wide plans and develop an action plan to help implement community plans through the Hometown Pride program.
- Oversee coordination between Hometown Pride committees and local/regional organizations, supporting a collaborative approach to community betterment.
- Serve as a regional spokesperson and advocate for the program; publicize program accomplishments.
- Regularly update Keep Iowa Beautiful on program outcomes.
- Additional duties, based on community need, may be added at the coach’s discretion.

Qualifications:**Required Experience and Competencies:**

- 5+ years of experience in community development, economic development, community organizing, city planning, public administration, or related field
- Bachelor's degree
- Ability to travel regularly to all 9 participating towns in Hamilton County (must provide own transportation)
- Proven ability to facilitate cooperation and collaboration among a variety of stakeholders
- Demonstrated success of effectively leading change in a community and/or organization
- Effective oral and written communication skills, including strong listening skills
- Enthusiasm for working with volunteers and working in small towns
- Basic computer proficiency – ability to use Microsoft office, email, and social media
- Must be highly self-motivated, with the ability to inspire and motivate others

Preferred Experience and Competencies:

- Master's Degree and/or 10+ years of experience in community development, economic development, community organizing, city planning, public administration, or related field
- Experience with:
 - o managing volunteers
 - o funding and accomplishing community betterment projects
 - o working with local government and community organizations
 - o grant writing, including familiarity with state and regional funding options

Position Details:

- Contractor: This position is hired as a contractor by Keep Iowa Beautiful, a 501(c)3 nonprofit.
- 24-28 hours per week for 48 weeks per year
- \$68,000 per year
- This is a 5-year position. Contract will be reviewed annually.
- Frequent travel to 9 partner communities is required (must provide own transportation and cover own transportation costs)
- The selected contractor is **not** required to relocate to Hamilton County

Application Process: Submit a resume and cover letter highlighting relevant experience and interest. Submit to Lditzler@keepiowabeautiful.com and put "Hamilton County Hometown Pride Coach" in the subject line. Position will remain open until filled.

Questions can be directed to Lorin Ditzler at Lditzler@keepiowabeautiful.com.