



POSITION: Resilience Hub Coordinator (Full-time)

COMPENSATION RANGE: \$60,000 - \$75,000

BENEFITS: PTO; stipend for medical, dental and vision plans; retirement plan

**ORGANIZATION DESCRIPTION:** The Pine Manor Improvement Association is a private, nonprofit agency that offers services to approximately 3,000 children and families at risk in the Pine Manor area of Fort Myers. We are dedicated to helping families and individual by offering coordinated services, events and programs that address nutritional needs, job training, family connections and promote safety. We also are committed to building resilience capacity in Lee County in conjunction with Collaboratory, Lee County Public Safety, United Way of Lee, Hendry, and Glades Counties, and the American Red Cross.

**POSITION DESCRIPTION:** The Resilience Hub Coordinator will establish, develop and sustain partnerships within the Pine Manor community to enhance social services, job training and the sense of community. The coordinator will also work in conjunction with his or her counterparts at Collaboratory, IMAG History & Science Center, United Way and Lee County Public Safety to enhance Lee County's ability to prepare for and respond to natural- and man-made disasters.

**ESSENTIAL FUNCTIONS:** 1. Provide leadership, project management, coordination and guidance as the backbone support for the Pine Manor's resilience hub initiative. 2. Coordinate with community partners. 3. Engage residents through walk audits and other outreach efforts. 4. Create and distribute Association communications in the form of press releases, announcement, website updates, newsletter articles, etc. 5. Promote Pine Manor's mission, priorities, process, outcomes, projects and programs. 6. Assist Pine Manor Director with grant reporting requirements. 7. Coordinate usage of Pine Manor Commercial Kitchen for resident job training, commercial utilization and community events. 8. Coordinate with Pine Manor Garden Manager to increase utilization of Community Garden and Food Forest.

**Additional Responsibilities** • Participate in community events as a representative of the Pine Manor Improvement Association. • Promote Pine Manor's public image and obtain public support for its mission. • Lead the planning, coordination and execution of Pine Manor-sponsored events, such as the Christmas toy drive, Thanksgiving and Christmas community dinners, Halloween Trunk or Treat and community outreach events. • Performs other job-related tasks as assigned by Director.



MINIMUM QUALIFICATIONS: 1. Community outreach and program implementation experience is required for this position. A bachelor's degree and demonstrated experience, or transferable competencies in, project management, community engagement, writing proposals, excellent customer service and securing funding, or the equivalent combination of education and experience would be useful. 2. Strong interest in and desire to enhance community resilience capacity. 3. Commitment to promoting the economic and civic well-being of individuals, their families and communities through training at Pine Manor's Commercial Kitchen. 4. Self-directed and motivated starter with a positive attitude and ability to work independently while functioning well as part of a team. 5. Ability to thrive in a fast-paced environment and manage and meet multiple deadlines. 6. Ability to read, analyze and interpret various reports, and conduct basic research. 7. Mastery of writing with attention to detail, i.e., grant proposals, reporting, emails and correspondence. 8. Outstanding communication skills regardless of setting, including in-person, virtual spaces, email and text. 9. Skilled in interpersonal relationships, especially with building and maintaining collaborative partnerships and making individuals feel welcomed and valued. 10. Highly skilled in the utilization and functions of Microsoft Office Products and web platforms. 11. Fluency in Spanish and/or Creole preferred.

GRANT FUNDED POSITION: This position is currently grant funded. The current grant that supports this position expires November 30, 2027. While no assurances can be provided for future funding beyond this initial grant, Pine Manor will make every attempt to sustain this position beyond the term of the initial grant.

AVAILABILITY: Interviewing will start immediately and continue until the positions are filled. Please email a cover letter and resume with a subject line of "Application for Residence Hub Coordinator" to [Stan.Nelson@pmiafm.org](mailto:Stan.Nelson@pmiafm.org). Pine Manor provides equal employment opportunities to all employees and applicants for employment in all job classifications without regard to race, color, religion, age, mental disability, physical disability, medical condition, gender, sexual orientation, genetic information, ancestry, marital status, national origin, veteran status, and other classifications protected by applicable state and local non-discrimination laws.