



**Byrd Barr Place  
Community Connector  
Job Description**

**Department:** Operations  
**Position Title:** Community Connector  
**Reports To:** Director of Operations  
**Staff Supervision:** None  
**Salary/Wage:** Nonexempt: \$22.27 - \$24.74

**About Byrd Barr Place:** We envision abundant communities where all prosper. Our mission is to create a more equitable Seattle through innovative programs and advocacy that empower people to live healthier and more prosperous lives. Byrd Barr Place (BBP) provides services to a range of clients with a focus on individuals, families, and communities impacted by racism, poverty and/or home instability. As an organization, we are creating a community hub dedicated to preserving Black Washingtonian history, serving the community as it exists today with essential services, and partnering with others to advocate for systemic change.

**General Description:** The Community Connector assists Market and Energy Assistance clients with assessment of needs, referral, and applications to social service programs. The location-based services allow for immediate referrals for food, housing, utilities, childcare, employment, job training, health care, and GED/Post-secondary education information while clients get their food. Being on site also allows for follow-up with participants who regularly return for Market visits.

The ideal candidate is friendly with excellent interpersonal and communication skills, a customer service mindset, solid data entry skills, and a passion for helping people. Bilingual and Bicultural candidates are encouraged to apply. All career level candidates are welcome to apply.

Members of BIPOC (black, indigenous, people of color) communities, or people who have personal experience in historically marginalized and excluded communities are especially encouraged to apply.

**Responsibilities:**

- Actively engage clients, including home delivery clients if applicable, and inform them of support available through the Community Connectors Program



## **BYRD BARR PLACE**

- Enroll clients (individuals and families) in Community Connector services and complete assessments to determine client needs and eligibility for programs and services
- Provide on-the-spot information for food, housing, utilities, childcare, education, employment, job training, health, and other services
- Assist clients in navigating the referral and application processes for service or benefit programs such as Apple Health, nutrition, child care, utility assistance, housing, and accessing job readiness, job search other programs
- Communicate regularly with partner service providers to assess client needs and provide information and provide further referrals for existing clients
- Build relationships and network with service providers on an on-going basis
- Contribute to Byrd Barr Place's visibility by representing the organization at events
- Collect and track data on client service access and enrollment rates; produce monthly reports
- Receive ongoing training regarding social service programs, and meet with Community Connectors cohort on a regular basis
- Assist with projects

### **Minimum Qualifications:**

- Bachelor's degree in Social Services, Psychology, Education or related field; or 2 years' experience providing human services to a diverse community; or a combination of education and/or training and/or work experience which provides the ability to perform the work of the Community Connector
- Proven record in working with food bank clients or low-income communities of color
- Active engagement skills such as: motivational interviewing, empathic listening, and responsiveness
- Organization, coordination, and attention to detail
- Extensive knowledge of available social services
- Proven success building community partnerships.
- Culturally and linguistically competent to serve priority populations
- Ability to keep accurate records and to track and analyze data
- Excellent oral and written communication skills. Ability to make presentations and develop reports that may include technical information.
- Proficiency with Microsoft Windows and Office environment (Word, Excel, Access, Outlook) and standard office equipment.



- Ability to establish and maintain effective working relationships with diverse stakeholders.
- Ability to work independently and as part of a team.
- Valid Washington State Driver's License.

**Benefits:** Byrd Barr Place provides a comprehensive and competitive benefits package including, full employee coverage for Medical, dental and vision insurance; employer contributed FSA, employer-matched 401(K) plan, short and long-term disability, group life and accident insurance. One floating holiday per year, annual leave accrual, annual sick leave accrual and 14.5 paid holidays. Starting schedule is a 35hr work week (paid for 40-hours) which the organization will be re-evaluating in the Fall of 2023.