



City of Auburn Community Resource Coordinator

The City of Auburn is seeking an experienced, permanent, full-time Community Resource Coordinator (CRC). The position works for multiple departments, including the General Assistance Office and the City Manager's Office. The qualified candidate will provide a range of administrative services and support for all the relevant department's members, as well as to the public. The CRC must have prior experience in social services, have the ability to multi-task and prioritize both project deadlines and client needs, be highly sensitive to maintaining the confidentiality of clients, and have the ability to facilitate connecting a variety of social service providers and business partners to maximize support for clients while increasing workforce development opportunities that will lead to greater levels of individual and community sustainability.

Duties include a wide variety of administrative support functions including: scheduling appointments, determining eligibility for General Assistance clients, and assisting the above departments with other needs as necessary. Additional duties include distributing information and making direct connections to appropriate community partners to assist the public with their needs, hands-on community outreach which will require out-of-the office duties and meetings, networking, and collaborative problem solving/resource building with community partners).

This position requires excellent customer service skills, strong computer skills including Microsoft Office, above average communication and problem-solving skills, and the ability to work with individuals from a diversity of backgrounds. Prior work experience with vulnerable populations coping with issues pertaining to mental health, previous traumas, behavioral health, substance misuse, housing and food insecurity, healthcare access, and workforce barriers is preferred. Experience with the Welpac program is preferred. Multilingual candidates are preferred. The successful candidate will be highly motivated, self-directed and organized.

The salary range for this position is \$36,309 to \$49,042 and pay is dependent upon experience and qualifications. The City of Auburn offers a competitive fringe benefit package. Send cover letter, resume and list of references to: Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel.: (207) 333-6601 ext 1416. Email: cmumau@auburnmaine.gov. Copies of the job description are available upon request.

Deadline for submission is 9/4/2020

The City of Auburn is an Equal Opportunity Employer