**Job Announcement**

**Community Collaborative Specialist**

**Brooklyn Recovery Fund**

**Brooklyn Community Foundation**

*The Brooklyn Recovery Fund of the Brooklyn Community Foundation is looking for someone to become part of its team over the next 8 months. The BRF’s mission is:*

1. *To provide high-impact financial and technical assistance to local communities impacted by Hurricane Sandy, with targeted investments in neighborhoods that have demonstrated the most significant long-term challenges*
2. *To build strength and resiliency within communities through the creation of cross-sector collaboratives that assess and prioritize local needs, share resources and develop local recovery plans*
3. *To protect communities for the future with borough-wide assessments of best practices, documenting lessons learned and making recommendations for investments in community, social and physical infrastructure.*

**We’re looking for someone who:**

* Is super tech savvy – knows databases, social media, Google and other key platforms and communications tools
* Has some knowledge of webpage design and set up
* Has more than basic knowledge of both Mac and PC systems
* Can do research using the internet and other sources
* Has excellent writing and editing skills
* Knows how to talk to people and loves to connect with others
* Knows how to organize events and meetings
* Is detail oriented and can seriously multi-task!
* Is passionate about helping people and Brooklyn’s neighborhoods recover
* Background or experience with journalism or social service networks is a plus!

**Working for and with the Director of the Brooklyn Recovery Fund, responsibilities will include:**

* Managing all logistics for meetings and conferences/convenings for the Brooklyn Recovery Fund communities and key city, state and federal resource providers and government agencies
* Creating and maintaining the BRF webpage with up to date resources and information for our grantees
* Maintaining regular contact with our grantee communities to help in data gathering for evaluation, fact finding and other key activities
* Working with the BRF Director to plan and develop new strategic directions and advocacy areas
* Developing and monitoring communication and information sharing mechanisms and opportunities among our grantee communities

**Additional information about the position:**

* This is a full time contract position (30-40 hours/week) with a set rate and no benefits and runs from June 1 through January 31st, 2014.
* This is a “work from home” position and requires that the candidate has a home office with these minimum requirements: computer with internet, printing/scanning capability
* Some travel required within Brooklyn and the around the city
* Some night and weekend hours required

Interested candidates should send a resume and cover letter to: Gillian Kaye at gilkaye@aol.com. To find out more about the Brooklyn Recovery Fund, visit our website at Brooklynrecoveryfund.org