



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport, CT is now accepting submissions for the position of

## **Project Coordinator**

**Salary:** \$35.00/hr – This is a durational/grant funded position with no union affiliation. The position will continue for 44 weeks although the employment period could be shorter if necessitated by business factors.

**To Apply:** Please mail, deliver or email the supplied application, resume and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission Office/Human Resources Office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Submissions must be submitted or postmarked no later than Wednesday, August 19, 2015.**

### **General Statement of Duties:**

Responsible for planning, implementing, and evaluating activities associated with a voluntary task force focused on issues that impact young men of color.

The coordinator will provide: general oversight for all task force activities associated with the project; to include developing and implementing strategies that will lead to long-term involvement of community engagement, institutions, organizations and individuals in the promotion, assessment, and evaluation of activities. The coordinator will work with local/regional coalitions and partnerships and adhere to state and national reporting requirements.

### **Typical tasks, assignments, responsibilities:**

1. Report to Mayor's Office
2. Works as a team member with Mayor's staff to meet program goals.
3. Continually broadens expertise in the area of young men of color and serves as contact person.
4. Conduct literature/resource reviews to identify best practices.
5. Represent task force through committees, workgroups, associations local, state and national.
6. Recruit and maintain a diverse task force membership with local, state and national partners.
7. Assist task force members in conducting annual strategic planning and guide task force to develop a comprehensive action plan based on planning.
8. Develop and implement data collection methods, tools, and evaluation measures for task force activities and associated projects in conjunction with task force members.
9. Coordinate and facilitate task force meetings and communicate effectively with members to promote collaboration and problem solving.
10. Plan, coordinate, and conduct communication activities. Develop reference materials for task force and community members.
11. Collaborate and work closely with the city department heads as warranted to include; health department, legislators, businesses, academic institutions and community-based organizations to promote coalition's mission and goals.

12. Document findings and progress of programs and activities in written quarterly reports to Mayor's Office and task force members.
13. Report and present task force progress and program findings through publications and presentations at national meetings/conferences.

**Minimum qualification and skill requirements:**

Bachelor's degree in a social science related field and/or relevant working experience of four years managing or coordinating a community based coalition with diverse groups of people in an urban setting.

- Two- three years of community engagement activities strongly preferred.
- Ability to work independently.
- Excellent organizational skills.
- Excellent interpersonal and communication skills.
- Knowledge of the research process.
- Highly proficient with Microsoft Office and general computer skill.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

**Please note: due to the anticipated volume of submissions received, we will only contact those applicants whose experience, background, and skills best match our requirements.**

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:  
CIVIL SERVICE COMMISSION/HUMAN RESOURCES OFFICE  
45 LYON TERRACE  
BRIDGEPORT, CT 06604  
TELEPHONE: 203-576-7103



**CITY OF BRIDGEPORT, CONNECTICUT**  
**CIVIL SERVICE COMMISSION/HUMAN RESOURCES**  
 CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

**Non-Competitive Employment Application**

Position Applied for	PROJECT COORDINATOR	Date	
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**APPLICANT INFORMATION**

Last Name		First Name		M.I.	
Mailing Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		

**EDUCATION**

High School				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

**REFERENCES**

*Please list three professional references.*

Full Name			Relationship		
Company			Phone	(       )	
Address					
Full Name			Relationship		
Company			Phone	(       )	
Address					
Full Name			Relationship		
Company			Phone	(       )	
Address					

PREVIOUS EMPLOYMENT						
Company				Phone	(       )	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone	(       )	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone	(       )	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE			
Signature		Date	

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

*For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.*

GENDER:  Male  Female

ETHNICITY:  Asian  Black (Non-Hispanic)  Hispanic  White  Other: \_\_\_\_\_