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If you’re interested in making a difference in the nonprofit community in Loudoun County, this contract-based, part-time position serves the Loudoun Human Services Network, a coalition of safety-net charities dedicated to improved services for vulnerable populations.

The Community Foundation for Loudoun and Northern Fauquier Counties based in Leesburg is a highly visible and dynamic nonprofit serving our footprint. Last year, it distributed more than $1.1 million in grants to more than 260 charities and worked with an active volunteer board of directors to implement a vigorous series of programs within our community for philanthropists, stakeholders, and nonprofit leaders.

As one of its leadership and partnership initiatives, the Community Foundation is an active member of the Loudoun Human Services Network (LHSN). The LHSN is a coalition of approximately 50 human service nonprofit organizations that collaborate together to ensure high-quality human service delivery and advocate on behalf of human service needs in Loudoun County.

This position will be open until filled. However, we appreciate your resume and cover email no later than February 7th as detailed, below.

Hourly rate is $20 per hour on a contract basis.

We commit to equal opportunity employment with a value of equity and diversity.

**Loudoun Human Services Network Coordinator**

**Position Overview**

The Community Foundation seeks a dynamic, community-minded individual to join its team as **Loudoun Human Services Network Coordinator**. The position is on a contract basis for 20 hours per week and reports to the Foundation’s Director of Grants and Nonprofit Programs while supporting and taking direction from the LHSN Chair and Executive Committee.

The position’s primary roles are to provide administrative support to the LHSN, facilitating communications to its members and to the public, and participation in LHSN meetings, events, and initiatives.

**Principal Duties and Responsibilities**

The Loudoun Human Services Coordinator supports the work of the Loudoun Human Services Network (http://loudounhumanservicesnetwork.org).

**Administration**

* Assists LHSN Executive Committee and Committee Chairs in scheduling membership meetings and subcommittee meetings
* Maintains and keeps organizational documents, including meeting minutes, by-laws, committee descriptions, official correspondence, etc.
* Maintains LHSN membership roster and committee rosters
* Executes annual membership renewal process, including sending, receiving, and processing membership renewal forms and payments
* Checks LHSN mail box and makes check deposits
* In partnership with LHSN Executive Committee, develops annual organization budget for approval
* Supports LHSN Treasurer with financial reports

**Communications**

* Facilitates regular email communications and updates to LHSN members
* Maintains member email list
* Ensures maintenance of LHSN website and social media accounts
* Serves as primary point of contact for distribution of network communication and information

**Outreach and Programs**

* Provides outreach to potential new network members
* Develops and facilitates orientation process for new members
* Assists in planning network events, as needed
* Attends LHSN meetings and subcommittee meetings
* Attends Human Services Strategic Plan (HSSP) Advisory Committee meetings, and as needed, subcommittee meetings (https://www.loudoun.gov/5228/Human-Services-Strategic-Plan)
* In partnership with LHSN Executive Committee and HSSP Advisory Committee members, liaises with Loudoun County staff regarding the HSSP as needed
* Keeps current with local issues and events that impact Loudoun’s human service nonprofits
* Provides research to LHSN Executive Committee or Committee chairs on core issues as it relates to Loudoun County human services
* Attends human service related community events and meetings, as needed and time permits
* As time permits, other duties as requested

**Specific Skills, Knowledge, and Qualifications**

*Education:*

* Associate’s degree or equivalent. Additional training, education, or experience desirable

*Preferred Experience:*

* Experience working with networks or coalitions
* Experience in human service field
* Experience working with executive leadership

Personal Qualities and Skills:

* Every staff employed by the Community Foundation is expected to possess:
* Integrity
* High energy and a positive attitude
* A dedication to quality and accuracy
* Detail oriented
* An ability to work well with co-workers; especially in a small office
* An ability to fulfill their job requirements with minimal supervision
* Good oral and written communication skills
* Ability to work under pressure
* A commitment to confidentiality
* Persons working in this position are expected to possess:
* Strong oral and written communication skills
* Strong organizational skills with the ability to multitask and manage the needs of a large network of executive leaders
* Excellent relationship building skills, with a commitment to partnership and collaboration

Your resume and cover email should be directed to:

Amy Owen, president, Community Foundation for Loudoun and Northern Fauquier Counties amy@communityfoundationlf.org 714 East Market Street, Leesburg, Virginia 20176

A Final candidate will undergo a background check before a final offer is made.

PLEASE: NO PHONE CALLS