



Position: Community Coordinator (Full Time)

Beginning: Immediately

Office Location: Nairobi, Kenya

Project Locations: Kibera, Nairobi

Organization: Kounkuey Design Initiative (KDI)

Closing date: **Friday 26th January 2018**

Position Summary

KDI is currently seeking a Community Coordinator who is passionate about community-driven development to join our Kenya office. The Community Coordinator will support the design, administration, and execution of KDI's community engagement activities in Kibera – Nairobi's largest informal settlement – as well as for KDI's other programs in Kenya and further afield. The Community Coordinator will help the Community Engagement Team to set clear goals, objectives and tasks, while providing guidance in day-to-day activities and long-term community-driven projects and programmes. They will work closely with the KDI Kenya Associate Director and community partners to design and facilitate KDI's social and economic programs on our project sites.

The ideal candidate is eager to help residents create positive change in their communities and has a commitment to and experience in advancing social, economic, and environmental justice. This is a fantastic opportunity for a highly motivated and creative, self-starter to work in a collaborative, interdisciplinary, international and growing organization on a range of project types.

Job Responsibilities

The Community Coordinator will be **responsible for:**

- Overall design and delivery of community engagement activities of KDI in Kenya in collaboration with the Senior Program Coordinator;
- Developing and implementing a strategy for connecting 10+ community groups to each other to build financial, physical, and social support network;



- Providing direction and organization of monthly workplans and weekly objectives for the Community Team with the support of the Country Director and Associate Director;
- Designing and facilitating creative and engaging community workshops and trainings;
- Providing support to Community Associates and other staff for group business development activities and planning;
- Monitoring and evaluating small business programs in Kibera;
- Serving as a community liaison and providing support for the development of community organizations;
- Representing the organization in public settings, including managing internal and external relationships;
- Facilitating seamless communication between KDI and community partners;
- Mobilizing residents and community groups for special events and meetings;
- Ensuring community records and process management for all community engagement and workshops including minutes, tracking of community decision-making, photo documentation, etc.
- Engage in impact evaluation design, data collection and maintenance of project statistics with support from the wider team;
- Support communities & boards to access resources and expertise to promote organizational capacity building.

Desired Profile

Ideal candidates will have the following **skills and qualifications**:

- Experience as a community activist or public policy advocate
- Strong team player and active collaborator
- Proven ability to work effectively with diverse populations
- Excellent written and verbal communication skills, including public speaking, facilitation, and training
- Experience with budgeting and financial management
- Ability to manage and coordinate delivery on multiple projects
- Background working with a community development or non-governmental organization (preferred)



- Strong negotiation skills
- Proficiency in Microsoft Office and Excel, InDesign a plus.
- Spoken Kiswahili a plus.
- Experience conducting community surveys and data management and meeting facilitation (a plus)

ABOUT KDI:

KDI is a non-profit design and community development organization. We partner with under-resourced communities to advance equity and activate the unrealized potential in their neighborhoods and cities. We accomplish this mission through advocacy, research, planning, and built works. We believe participatory design and long-term investment are key to sustainable development. Working collaboratively with communities from conception through implementation, KDI enhances their ideas with technical knowledge and creativity, and connects them to extant resources. Through this process KDI builds networks of Productive Public Spaces (PPS) - high impact, low-cost environments - that individually and collectively, mitigate economic inequality, environmental hazards, provide needed amenities, build social networks and sustainable communities, while also generating micro-enterprise, at the neighborhood and regional scale.

KDI is currently working on over 20 projects with communities in Kenya and the United States. We strategically select and design our small-scale projects to create both physical and human networks that, when taken together, can start to address larger, regional challenges like sustainability, water pollution, unemployment, and social exclusion.

KDI has been recognized for our innovative approach to poverty alleviation by notable institutions such as The Rockefeller Foundation, UN-Habitat, The California Endowment, Ashoka Changemakers, American Express, Annenberg Alchemy, Smithsonian Institute, IDEO, The Atlantic Renewal Project, and Echoing Green.

KDI's Kibera Public Space Project (KPSP)

KDI recognizes that poverty in Kibera involves a complex set of



interconnected problems— financial, environmental, physical, political, and social—but also acknowledges Kibera’s assets: community activism, informal economies and entrepreneurship. In 2006 the Kibera Public Space Project [KPSP] set out to build on these assets and tackle the complex issues faced by residents. The Kibera Public Space Project is a network of active, and attractive community hubs – called Productive Public Spaces - that transform the polluted waterway that weaves through the settlement into a lively spine of community amenities and social life. A typical Productive Public Space may start as a hazardous neighborhood dumping site but, through a year- long, intensely-collaborative process, the site becomes a welcoming public space that provides basic amenities like clean water, toilets, schools, and playgrounds; offers income-generating assets like community gardens, and small-business kiosks; and delivers educational and social development opportunities. The small businesses on site and the management training provided by KDI ensure that the Productive Public Space is financially and operationally self-sufficient . To date eight PPSs have been completed and we are in design of the 9th.

Application Procedure

Interested parties should submit (1) a cover letter that includes relevant experience, achievements, and interest in social development; (2) CV; and (3) and sample of previous work (e.g. excerpt of writing or project report) in PDF format. Please note that we will only be accepting electronic submissions and will only be contacting the most qualified applicants to schedule a formal interview. References will be required at interview stage.

Please submit application materials electronically to **Jamilla Harper** (Kenya Associate Director) using the following email address:

kenyajobs@kounkuey.org

Please use “Community Coordinator Application” in the Subject Line.

Deadline for Applications: **Friday 26th January 2018**