



Community Coordinator - Temporary Part Time Position

Term	Nine months, anticipated 10/01/2026 through 6/30/2027
Schedule	Up to 29 hours per week; occasional evening or weekend work may be required
Compensation	\$16.00-\$18.00 per hour, based on qualifications and experience
Location	209 W Highway Street, Doniphan, Missouri 63935; local travel required

Position Summary

Ripley County Partnership is seeking a Community Coordinator to connect individuals and families with practical resources that promote stability, self-sufficiency, and successful community participation. The coordinator will provide individualized service navigation, community outreach, partnership development, and accurate program documentation. Services include support for community members with varied needs, including justice-involved individuals returning from incarceration, under community supervision, or overcoming barriers related to prior justice involvement.

Key Responsibilities

- Assess participant needs, strengths, and barriers and connect eligible individuals with appropriate services, including identification documents, employment, transportation, housing, food, utilities, health care, recovery, and family support.
- Provide respectful, nonjudgmental service navigation to individuals and families, including people involved with probation, parole, treatment court, incarceration, or other reentry services.
- Coordinate referrals and follow up with participants and partner agencies to reduce service gaps and confirm progress when appropriate.
- Build productive relationships with nonprofits, schools, employers, health care and treatment providers, faith-based organizations, courts, probation and parole, government agencies, and other community partners.
- Clearly explain program eligibility, available assistance, participant responsibilities, and documentation requirements.
- Maintain timely, accurate, and confidential case notes, referral records, receipts, outcome data, outreach activity, and grant documentation.
- Represent Ripley County Partnership at meetings and outreach events and assist with resource materials, public awareness, volunteer coordination, and related program activities.

Qualifications

- Associate or bachelor's degree in social work, human services, criminal justice, public administration, or a related field preferred; relevant experience may substitute for education.
- Experience in community services, case management, reentry, outreach, program coordination, or nonprofit work preferred.
- Strong communication, organization, problem-solving, documentation, data-entry, and relationship-building skills.
- Ability to serve people from varied backgrounds with respect, maintain professional boundaries, protect confidential information, and work independently.
- Proficiency with Microsoft Office, Google Workspace, and electronic records; valid driver's license, reliable transportation, and proof of automobile insurance required.

Employment Conditions

This is a temporary, part-time, grant-funded employee position with an anticipated nine-month term. Continued employment is not guaranteed and depends on organizational need, available funding, and satisfactory performance. The regular schedule will not exceed 29 hours per week without advance written approval. Local travel and occasional evening or weekend work may be required. Employment is subject to Ripley County Partnership policies and any required reference, background, or eligibility checks. Essential duties must be performed with or without reasonable accommodation.

Equal Employment Opportunity Ripley County Partnership provides equal employment opportunities to all qualified applicants and employees and does not discriminate on the basis of any status protected by applicable law.