



Neighborhood Navigator Job Description

POSITION SUMMARY

Neighborhood Navigators are trusted members of the East Adams community (see target area below) who are responsible for helping residents stay informed and become actively engaged in the planning and neighborhood transformation process. The Neighborhood Navigators play a key role in building relationships between residents and other partners, to make sure all decisions reflect the needs and wants of community members. The goal is to ensure planning, programming, and services offered are designed by, for, and with neighborhood residents. Blueprint 15 is looking to hire individuals who want to be a part of empowering, educating and advocating for their community!

The Neighborhood Navigator position reports to the Executive Director and will receive consistent support, coaching, and task management from the Lead Neighborhood Navigator.

TYPICAL WORK ACTIVITIES

- Engage with neighbors to learn about lived experiences and identify the needs and wants of families living in target area.
- Provide clear and accurate information to ensure residents are informed and have input in decision making processes.
- Maintain engagement with residents throughout a long-term planning process.
- Build connections between community residents, Blueprint 15, and other partners to create a shared vision for the neighborhood.
- Assist with ongoing public outreach efforts.
- Assist with data collection and reporting.
- Use tracking system to measure progress and follow up on residents' needs throughout the development and construction processes.
- Participate in professional development and required training.
- Work with the Lead Neighborhood Navigator to design and provide programs that build residents into leaders and advocates.

MINIMUM QUALIFICATIONS

- Available to work a minimum of 5 hours/week and maximum 15 hours/week with flexibility during evenings and weekends.
- Outgoing personality, positive role model, trusted member of the community.

- Willing and able to perform neighborhood outreach & engagement by interacting with residents in communal spaces, places of worship, and other identified areas.
- Basic technology skills or willingness to learn new technology skills.
- Ability to exercise discretion with highly confidential information and demonstrate good judgement.
- Experience in community programming, youth development, and/or leadership development preferred.

COMPENSATION & BENEFITS

- **Hourly Rate:** \$16-20 per hour, commensurate with experience
- **Status:** Part-Time, 5-15 hours/week

ADDITIONAL INFORMATION

Blueprint 15, Inc. is an equal opportunity employer and is committed to supporting leadership development from within the neighborhood it serves. We are looking for resident leaders who are dependable, empathetic, culturally sensitive, trustworthy, and can consistently serve the mission of Blueprint 15 through programming, advocacy, and engagement.

Target Area: Adams Street to the North; Salina Street to the West; Colvin Street to the South; Almond Street / I-81 to the East.

For more information about Blueprint 15, visit: <http://www.blueprint15.org/>

HOW TO APPLY

Complete an application on Blueprint 15's website no later than Friday, April 24, 2026, by visiting <https://blueprint15.org/residents-spotlight/> or by using the QR code below.



If you have any questions, please email info@blueprint15.org.