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# Example of Community Job Description

Our company is looking to fill the role of community. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for community

* Enforce U.S. Department of State regulations
* Provide monthly documentation of host family and au pair contact and support
* Initiate grassroots marketing efforts
* Generate "word of mouth" referrals
* Network through local events
* Follow up with leads and opportunities about the program
* Supervise individuals receiving Community Access/Community Living Services
* Support individuals to find, secure, and participate in community activities (clubs, church, sports groups, ) according their interests and plans to include building natural supports
* Support individuals to develop skills needed to participate in community activities
* Coordinate services with team as needed

## Qualifications for community

* Emotional intelligence & intellectual curiousness
* Energetic, self-igniter, still flexible and adaptable to various business contexts
* Ideally fluent in English, Dutch, Papiamento and/or Spanish
* Minimum 2 years residential property management experience with working knowledge of tenant and eviction laws
* Supporting host families and au pairs throughout the course of the program year
* Screening and interviewing host families