



The Allapattah Collaborative, CDC

Job Description: Impact Coordinator
Department: Organizational Impact
Reports To: Chief Executive Officer (CEO)
Location: Miami, FL
FLSA Status: Exempt

The Allapattah Collaborative CDC (ACDC)

The Allapattah Collaborative CDC (ACDC) is driven by a clear mission: to build an Allapattah economy that works for everyone while preserving the neighborhood's unique cultural heritage. Our organization equips small businesses and individuals with the knowledge, tools, and opportunities needed to achieve economic mobility and long-term stability. We accomplish this through business coaching, community engagement, education, advocacy, and pathways to ownership and economic resilience.

Position Overview

The **Impact Coordinator** is a mid-level leadership role responsible for supporting the implementation, coordination, and evaluation of ACDC's programs and operational initiatives. Reporting directly to the CEO, this position plays a key role in ensuring that programs are organized, community-centered, measurable, and aligned with the organization's mission and strategic priorities.

The Impact Coordinator will support cross-functional coordination between programming, communications, operations, and community engagement activities while helping track outcomes, improve efficiency, and strengthen organizational impact. This role is ideal for a highly organized, mission-driven professional with strong project management and relationship-building skills.

Key Responsibilities

Program Coordination & Community Impact (50%)

- Support the planning, coordination, and execution of ACDC programs, workshops, community activations, and special initiatives.
- Assist in managing initiatives related to:
 - Small business development and coaching
 - Community engagement and civic participation
 - Main Street and neighborhood activation efforts
 - Educational workshops and leadership programs
 - Networking and economic mobility initiatives
- Coordinate program logistics including scheduling, communications, vendor coordination, registrations, and participant follow-up.





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- Monitor participant engagement and maintain accurate program data, reports, and attendance records.
- Support outreach and relationship management with community members, small businesses, partners, and stakeholders.
- Evaluate program outcomes and track organizational impact metrics.

Operations & Administrative Support (30%)

- Support internal operational processes and help improve organizational systems and workflows.
- Coordinate internal meetings, project timelines, and cross-department communication.
- Assist with administrative tracking including contracts, invoices, reports, and vendor coordination.
- Support communications efforts by coordinating materials, program updates, presentations, and community information.
- Help maintain organized digital files, reporting systems, and project management tools.

Impact Evaluation & Reporting (20%)

- Collect and organize program data to support grant reporting, impact reporting, and organizational evaluation.
- Track key performance indicators (KPIs) and organizational objectives & key results (OKR)
- Support the preparation of presentations, summaries, and reports for funders, partners, leadership, and stakeholders.
- Create SWOT & ROI reports for ACDC's events, programs and initiatives
- Contribute ideas for program improvement and community responsiveness.

Position Qualifications


Education & Experience

- Bachelor's degree in Business, Public Administration, Nonprofit Management, Communications, Community Development, or related field preferred.
- Minimum of 3–5 years of experience in program coordination, nonprofit management, operations, community engagement, or related fields.
- Experience working with community-based organizations, small businesses, or economic development initiatives is highly desirable.

Skills & Competencies

- Strong organizational and project coordination skills.

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- Ability to manage multiple priorities and deadlines in a fast-paced environment.
- Excellent written and verbal communication skills.
- Strong interpersonal and relationship-building abilities.
- Bilingual English/Spanish preferred.
- Proficiency with Google Workspace, Canva, project management platforms, spreadsheets, and CRM systems.
- Ability to work independently while collaborating effectively with teams and community partners.
- Commitment to community empowerment, economic mobility, and mission-driven work.

Work Environment

- **Schedule:** Full-time position
- **Location:** Hybrid role based in Miami, Florida
- **Travel:** Local travel within Miami-Dade County may be required for events, meetings, and community engagement activities.

Compensation & Benefits

Salary

- \$50,000 annually

Benefits

- Flexible hybrid work schedule
- Professional development opportunities
- Mission-driven and collaborative work environment

Equal Opportunity Employer

The Allapattah Collaborative CDC is an equal opportunity employer committed to fostering a diverse, inclusive, and equitable workplace. We encourage candidates from all backgrounds and experiences to apply.

