

Community Resource Navigator

Position Description

The Community Resource Navigator (CRN) is a community-based role designed to support and strengthen the work of local organizations and deepen the sense of connection among residents. At a time when more people are feeling isolated or unsure of how to get involved, this position will help bring clarity, warmth, and encouragement into the community.

The CRN will work side by side with local/regional organizations and community groups to help them coordinate efforts, share information, and engage residents in meaningful ways. The goal is not to add something new, but to help make what already exists more visible, more connected, and more accessible.

This role is rooted in relationships. It centers around listening, showing up, and helping others feel seen and included. It is about strengthening the spirit of neighborliness that has long defined the communities along the Route 28 corridor.

The Role of the Community Resource Navigator

- This person will act as a bridge, connecting individuals to services, resources, events and, most importantly, to each other.
- They'll work across our organizations, helping us better coordinate and communicate so that no one slips through the cracks.
- Their role is also about creating moments of easy, low-pressure engagement. Places where people can show up just as they are, whether that's at a local gathering, a support group, or a seasonal event.

Personal Qualities

The ideal candidate is someone who:

- Cares deeply about our local communities and the people who live here
- Is approachable, confidential and trustworthy
- Is skilled at building relationships across a wide range of backgrounds and experiences
- Is comfortable at planning meetings or sharing coffee at a community event
- Is a good listener who notices needs and explores possibilities
- Enjoys helping others to collaborate and succeed
- Brings warmth and a steady presence to their work
- Works both independently and in a team

This Role May Be a Good Fit If You

- Are inspired by people and the quiet strength of small towns
- Find meaning in helping others succeed
- Want to contribute to a more connected, welcoming, and inclusive community
- Are ready to be a visible, caring presence in everyday community life
- Have experience in social services, mental health services, or client facing experience

Location: Route 28 Corridor Communities Between Raquette Lake and Forestport (Town of Webb School District)

Reports to: Community Collaborative Steering Committee (Functional Support)
LivingADK (Administrative Support)

Work Structure

- 25-30 hour a week position – compensated as an independent contractor
- Flexible hours, with some evening and weekend work expected based on community event schedules
- Will receive regular guidance and support from the cross-organizational steering committee
- Must be available to spend time in person at events and with partner organizations throughout the Route 28 corridor
- May have rotating office space
- Must have a valid NY Driver's License and Mode of Transportation

Short-Term Goals (First Six Months)

1. **Build relationships with local organizations**
Meet with staff and volunteers from the partner organizations and other community groups or faith-based organizations. Learn about their missions, current efforts, and challenges. Begin to form a picture of how these organizations might better support each other and work together.
2. **Create a shared picture of community activity**
Begin compiling information on local events, programs, and resources. Identify where communication gaps exist and where people may not know what is available.
3. **Support existing community efforts**
Help with coordination and outreach for ongoing programs and events. Offer support where needed; help to organize volunteers, spread the word, or simply participate.
4. **Explore simple ways to invite connection**
Help organize or support small, informal opportunities for people to gather. These might include storytelling events, shared meals, or casual drop-in gatherings. Focus on making these spaces welcoming and low-pressure.

Ongoing Responsibilities and Long-Term Goals

- Serve as a connector between residents and the services, activities, and organizations that make up the fabric of the community
- Help organizations coordinate efforts, share information, and avoid duplication of work
- Encourage collaboration by spotting opportunities where groups can support one another
- Provide friendly, low-pressure points of entry for community members who may not know where to begin
- Help promote a culture of inclusion, neighborliness, and shared responsibility
- Gather stories, feedback, and insights from residents to inform future programs and identify community needs and service gaps
- Be a consistent, trusted presence across the corridor who helps people feel they belong and have something to contribute

To set up an interview, please call LivingADK at 315-369-3353. Our office is located at 108 Codling Street, Old Forge, NY 13420. We are located at the rear of the Adirondack Bank building.