



Community Engagement Coordinator

The Community Engagement Coordinator is responsible for planning, implementing, and evaluating community engagement activities and strategies to enhance the organization's relationship with the community. This role involves outreach, communication, and partnership-building to promote community involvement and support for the organization's mission and programs.

A Community Engagement Coordinator plays a crucial role in fostering and strengthening relationships between an organization and its community. The role involves developing, implementing, and managing community outreach programs, events, and communications to engage and build trust with community members.

Will promote leadership development opportunities and organize members of the community to self-advocate with issues that they identify as important. Promote leadership amongst local youth by actions such as facilitating mentor relationships with community members and enrichment activities.

MISSION

To improve the quality of life within the Union-Miles and Mt. Pleasant service areas through community engagement, housing and economic development.

RESPONSIBILITIES:

1. Service Development & Management

- Identify community needs and interests to tailor engagement strategies accordingly.
- Assist in developing and managing community engagement initiatives, programs, and events.
- Coordinate with internal teams and external partners to execute community programs.
- Take lead with street/block clubs and community relations.
- Assist residents by addressing core issues in community.

2. Community Outreach

- Build and maintain relationships with residents, organizations, and stakeholders.
- Conduct outreach activities to promote the organization's mission and services.
- Represent the organization at community meetings, events, and forums.
- Work with Wards 2 & 4 Councilpersons to assist with community-based initiatives.
- Attend all community meeting and events.

3. Communication:

- Disseminate communication materials such as newsletters, brochures, social media content, and press releases.
- Respond to community inquiries and feedback in a timely and professional manner.

4. Event Planning & Coordination:

- Plan, organize, and execute community events and activities with the assistance of Community Engagement Director.
- Coordinate logistics, including venue booking, promotion, registration, and volunteer management.
- Monitor and evaluate the success of events and adjust future planning as needed.

5. Data Management & Reporting:

- Track and report on community engagement metrics and outcomes.
- Maintain accurate records of community interactions and engagement activities.

6. Partnership Development:

- Identify and develop partnerships with community organizations, local businesses, and other stakeholders.
- Collaborate with partners to expand and enhance community engagement efforts.
- Schedule presentations and screenings as it relates to the community.

QUALIFICATIONS

High School Diploma required, along with 2-4 years of experience in community engagement, outreach, event planning, or a related field. A college degree is preferred.

SKILLS

Strong interpersonal and communication skills. Excellent organizational and project management abilities. Proficiency in Microsoft Office Suite. Ability to work independently and as part of a team.

ATTRIBUTES

Familiarity with the community being served is a plus. Passion for community service and engagement. Ability to build and maintain positive relationships. Creative and strategic thinking abilities.

WORK ENVIRONMENT

This role may involve working both in an office setting and in the community. Travel may be required to attend meetings, events, and outreach activities. Flexibility to work evenings and weekends as required for events and meetings. Reliable transportation required.

This job description provides an overview of the responsibilities and qualifications for a Community Engagement Coordinator. Adjustments can be made to align with the specific needs and context of the organization.

Please email or mail cover letter and resume to:

Artrice Smith Lane, Managing Director
NuPoint Community Development Corporation
4127 East 131st, Suite 100
Cleveland, Ohio 44105

Email: artrices@nupoint.org

Applications will be accepted until the position is filled.