



Community Engagement Manager

Job Title

Community Engagement Manager

FTE

1.0

Reports To

Co-Director of Community Engagement and Family Advocacy

Position Description

The Community Engagement Manager organizes and facilitates connections, support, resources and leadership opportunities for Latin@s to end domestic violence. This position is responsible for recruiting and training all adult Fuerza Unida Amig@s and is the lead facilitator for the Adults Leadership Initiative. It includes supporting the coordination for all Fuerza Unida Amig@s Initiatives and implementing the infrastructure of the Fuerza Unida Amig@s. Additionally, the Community Engagement Manager provides direct supervision to the Youth Amig@s Coordinator and the Men and Boys Engagement Coordinator.

The Manager will provide support and guidance to Fuerza Unida Amig@s to implement their community action projects and will work with various teams to ensure successful implementation of community engagement strategies throughout the organization.

Functions

- Community Engagement
 - Ensure that community engagement strategies are effectively reaching community members.
 - Participate in action planning process with community members and provide ongoing coaching for the implementation of community action projects lead by Fuerza Unida Amig@s.
 - Facilitate partnership building with community and other community organizations.
 - Work with supervisor and other team members as needed to develop an annual work plan and monitor work plan, grant expectations, related budget and expenses as assigned.
 - Submit thoughtful and timely programming reports.
 - Maintain current knowledge of relevant community resources

- Recruitment, Retention, and Recognition
 - Actively engage Latin@s and allies, primarily Spanish speakers, as Fuerza Unida Amig@s.
 - Participate in community outreach opportunities such as fairs, festivals, networking and other community events.
 - Collaborate with the local Communications Specialist to develop Amig@s recruitment materials.
 - Facilitate orientations and trainings for all Fuerza Unida Amig@s
 - Organize Fuerza Unida Amig@s recognition programs and special events.

- Program Development/Coordination
 - Manage and develop activities, assess effectiveness of community action projects and Amig@s strategies.
 - Maintain current knowledge of relevant community resources.
 - Ensure support and services provided are relevant.
 - Provide day-to-day supervision.
 - Work with Fuerza Unida Amig@s to promote cooperation and interest.
 - Assist in fielding Amig@s questions when available and ensuring back-up support when needed.
 - Revise and Implement Fuerza Unida Amig@s policies, procedures, and standards of service .
 - Maintain accurate records and provide timely statistical and activity reports for purposes of planning and outcome reporting.
 - Enhance and maintain a current Fuerza Unida Amig@s database.
 - Conduct monthly, quarterly and yearly reporting based on funder specifications and other organizational needs.
 - Maintain Fuerza Unida Amig@s project descriptions for each active Amig@ community action project.

- Training: Fuerza Unida Amig@s and community *action projects*
 - Recruit, train, and maintain 25 Fuerza Unida Amig@s annually to identify, implement or collaborate on community action projects. Provide ongoing coaching/support as needed.
 - Recommend and assist with developing/revising Fuerza Unida curriculum.
 - Establish relationships with key community partners interested in peer education opportunities for Latin@s and their organizations.
 - Provide *talleres* as needed in order to meet program goals and provide appropriate support to Fuerza Unida Amig@s.
 - Coordinate the implementation of the leadership development initiative for Latino parents at school district 196.

 - Other Training Responsibilities
 - Provide training and educational support to Latino communities/organizations and the community at large as needed/assigned.
 - Support the training and coaching of other staff as needed.

- Teamwork Environment
 - Use team resources to effectively fulfill responsibilities and agency goals. Be available to other staff members for the same purposes.
 - Participate in ensuring focus on agency mission and fulfilling agency goals.
 - Forward agency strategy toward influencing change in the field of domestic violence.
 - Promote effective communication, meeting challenges and decision-making.
 - Provide ongoing coaching, training, support and an atmosphere for open communication.
 - Assist coworkers in remaining outcomes-focused and grounded in a full understanding of the agency mission.
 - Model leadership to sustain a positive work environment that embodies Latino cultural strengths, interdependence, and communalism.

- Other duties as assigned

Qualifications

Education and Experience

- A minimum of 2 years combination of education and experience in community-based work.
- Experience working in/with Latin@ community required.
- Public speaking and group training experience preferred.
- Bi-lingual in Spanish and English required; bi-cultural experience preferred.

Skills and Abilities

- Self-starter with ability to implement and analyze a major initiative.
- Effective verbal and written skills in both English and Spanish required.
- Experience working with the Latin@ community required.
- Knowledge of domestic violence, sexual violence, or leadership development preferred.
- Ability to travel to various locations and occasional weekends or evenings.
- Ability to manage multiple priorities to ensure meeting deadlines.
- Knowledge of and ability to use computers and other technical resources to effectively accomplish work.
- Ability to travel to various locations for meetings or events and have valid driver's license and adequate auto insurance.

Working Conditions

- Casa de Esperanza strives for a fully inclusive work environment and does not discriminate on the basis of race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation, marital status, or any other protected category.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description. Casa de Esperanza may change this job description at any time without notice. Employment with Casa de Esperanza is At-Will.

To Apply

Send your resume and cover letter to Isaac Hitz Graff at ihitzgraff@casadeesperanza.org.