

Community Engagement Manager Job Description

Job Title: Community Engagement Manager

FLSA: Non-exempt

Reports to: Executive Director

Updated: February, 2019

Hours: 15-25/week depending on applicant and with room to grow. Specific schedule will vary based on organization and program needs

Job Overview

The Community Engagement Manager is responsible for the overall community outreach and programmatic engagement of the Peace & Justice Center. The Community Engagement Manager will work with the Executive Director and other staff to develop a vision for community engagement, and will play a lead role in implementing this vision.

Organizational description and mission

The Peace & Justice Center (PJC) is a membership-based, statewide, 501(c)3 organization started 40 years ago. We envision a peaceful and just world. To that end we address the intersecting issues of peace and human rights; and racial, social, and economic justice through education through education, advocacy, training, non-violent activism and community organizing.

PJC Culture and Environment

We are committed to working intersectionally, addressing conflict, and putting marginalized people's experiences first. Our work environment is casual, but the work itself is intense. We support one another as full humans and work toward life balance. We are passionate about what we do, mission-driven, and imperfect. We seek to continually learn and improve. We seek to maintain a positive work environment while also allowing for a full range of emotions and experiences. We maintain a sense of team among PJC staff.

Essential Responsibilities and duties

1. In collaboration with Executive Director and other staff, establish community engagement goals and objectives
2. Establish and continue to build partnerships and meaningful relationships with related organizations throughout the state
3. Represent the organization at coalition and community group meetings and public & private events
4. Develop, organize and facilitate or co-facilitate film screenings, discussion groups, workshops, trainings, and other events
5. Initiate, support, and/or collaborate with staff, volunteers, and outside partners on emergent events such as protests and rallies
6. Creatively engage the public to inform people of our programs and supports

7. Support and collaborate with Educational Program Manager as needed on educational workshops, presentations, and promotion
8. Select, train, and supervise volunteers/interns (this is shared among staff)
9. Produce writing, photographs, video and other public facing statements and communication for the organization on a range of issues. Publish and distribute these communications through social media, website, press releases and other means
10. Promote policy change at the local, state, and federal level in campaign areas
11. Work with the Racial Justice Advisory Committee to hold ourselves accountable to and get input from this paid group of POC
12. Coordinate and implement special events such as the Peace & Justice Conference, Social Justice Symposium, and Youth Activist Summit, among others
13. Schedule and staff informational tables at public events (this is shared among staff)
14. Support Educational Program Manager with CCTV show, e-news, and other tasks
15. Evaluate impact and effectiveness of educational programs
16. Effectively use the database, social media, and other tools for targeted outreach and promotion
17. Contribute consistently to the organization's social media presence on a regular basis maintaining a high standard for writing, quality of information, and strategic participation in issues. Engage this work in both a proactive (planned, strategic) fashion as well as responsively as appropriate (this is shared among staff)
18. Other duties as assigned

Required Qualifications

1. 5 years relevant experience including facilitation and event coordination or related experience
2. Excellent written and oral communication skills
3. Meaningful connections to people from various and marginalized backgrounds
4. Expertise in creating and managing social media
5. Proficient with website (wordpress) usage
6. Fluency in English, with additional languages preferred
7. Competence at electronic data entry and information management, as well as ability to analyze data for purpose of cost containment, program monitoring, and improvement
8. Ability to work independently, prioritize projects and tasks, multi-task, and participate as an effective team member.
9. Basic knowledge of and commitment to learn about nonviolence, fair trade, war, poverty, racism, and other focuses of PJC programming
10. Commitment to professional and personal growth and challenge
11. Strong organizational and time-management skills, with the ability to set priorities and limits in order to accomplish tasks, meet deadlines, and adapt to changing priorities
12. Demonstrated commitment to the value of diversity and collective liberation

Other work requirements

1. Some travel is required
2. A valid driver's license required and access to a reliable vehicle preferred
3. Frequent evening and weekend work required
4. Flexible schedule - hours will fluctuate from time to time based on the demands of the work

Work conditions may include:

- Working at a computer for long periods of time
- Making and receiving numerous phone calls and texts
- Driving yourself and others to meetings, rallies, and other professional obligations
- Participating in public gatherings for long periods of time
- Speaking and appearing publicly on behalf of the organization
- Going door-to-door to engage constituents for long periods of time
- Schlepping materials to and from programs
- Rearranging rooms to accommodate programs

Personal Work Standards -- we expect all staff to demonstrate the following:

1. Professional conduct in and out of work environment, while challenging the characteristics of colonial, patriarchal, white supremacy culture
2. Respect for all people
3. Teamwork and collaboration
4. Initiative and creative solution finding
5. Positive mindset
6. Empathy
7. Conflict engagement
8. Mission-driven and hard working
9. Strong leadership skills which engender trust, reciprocity, team spirit, creativity, empowerment, honesty, and dignity.

The above duties and responsibilities describe the general nature and level of work performed in this job. They should not be construed as an exhaustive listing of all job duties and responsibilities by employees so classified. Employment is at will.

Further details about employee expectations, performance, benefits, and the obligations of the organization are described in the Employee Handbook. The Employee Handbook does not constitute a contract.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Peace & Justice Center (PJC) is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. PJC is committed to equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at PJC are based on organizational needs, job requirements and individual qualifications, without regard to race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, physical or mental disability, place of birth, credit history, or serious medical condition or any other status protected by the laws or regulations in the locations where we operate. PJC will not tolerate discrimination or harassment based on any of these characteristics. PJC encourages applicants of all ages.

Salary is commensurate with experience but will be at minimum Burlington's Livable Wage (currently \$15.83). Benefits include generous combined time off (CTO). Applications accepted until position filled. To apply, email a cover letter, resume, and list of references to rachel@pjcvt.org. Please include in the subject line of the email: your full name and "application." Please indicate where you learned of this position.

