Job title | Community Engagement Coordinator
Reports to | Director of Community Engagement

Job purpose

Community Engagement Coordinator is primarily responsible for the implementation of community engagement activities and policy work which include community conversations, volunteer recruitment and event coordination. This position also oversees grants, as assigned, to ensure objectives are met.

Duties and responsibilities

Key Responsibilities:
- Suggest new community-based programs, partnerships and other engagement activities;
- Identify, initiate and deepen relationships with various community stakeholders and residents;
- Coordinate community conversations, surveys, and other ways of communicating with and receiving feedback from, the community about what they would like to see in our county;
- Attend community meetings on behalf of Thrive Allen County to hear community concerns, partner with other organizations and provide feedback and support on like initiatives and to continue to understand community interests and activities;
- Share information within staff regarding community engagement;
- Introduce other staff members to the community so relationship building is easier to pass on;
- Build a volunteer base continually and track volunteers contact info and volunteer hours;
- Assist in coordination of yearly Annual Dinner;
- Empower residents to become leaders
- Meet grant objectives set out by grants assigned to your position and maintain programs from previous grant objectives;
- Assist, Coordinate, and oversee different coalitions and task forces related to community work;
- Work with residents on policies to positively impact their community;
- Submit all required reports for grants assigned to your position.

Other Responsibilities
- Prepare and submit reports for community engagement and outreach program.
- Attend local, state, and national community engagement events.
- Ensure that all policy and strategic initiatives communications, requests, and questions are addressed in a timely manner.
- Provide content updates for Thrive publications, social media, etc.
- Other projects and duties as assigned.

Qualifications

Qualifications include:
- Bachelor’s degree preferred, but not required.
• Experience and success working in partnership with local residents and community organizations;
• Familiarity with the county;
• Effective communication both in person and in writing;
• Ability to work well with a diverse group of staff and volunteers;
• Success in managing a wide array of tasks and projects and an ability to thrive in a fast-paced work environment;
• Ability to be relatable and build trust with our residents;
• Excellent planning skills;
• Basic computer skills;
• Team player

Working conditions

Must be able to work physically and mentally.

Physical requirements

Must be able to be agile physically. Move up to 50 pounds easily. Work long days that may require long duration of standing.

More Information

• Thrive is an EOE
• Allen County residency must be established within 60 days of hire
• Compensation and Benefits: Full-Time position, $19.23 hour, Hourly position with medical and dental benefits and 100% of premiums paid by employer, IRA with 3% employer match, 120 hours of paid vacation a year and 10 paid holidays
• Occasional support at some evening and occasional weekend events will be required of this position.
• Thrive places a high priority on team players and community-minded individuals.

To apply send your resume and cover letter to jobs@thriveallencounty.org

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