

Job Title	Community Engagement Specialist
Employer/ Agency	American YouthWorks
Job Description	<p>The Community Engagement Specialist will contribute to the advancement of American YouthWorks (AYW) mission by developing and implementing a coordinated strategy to build, strengthen and deepen community relationships in Houston and surrounding areas. Their goal is to build awareness, visibility, understanding, and support of AYW's mission and ability to contribute to the Houston community that will translate to ongoing improvements in participant, partner, and funder engagement.</p> <p>ESSENTIAL FUNCTIONS AND BASIC DUTIES: <i>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and basic tasks. Under general supervision from the Operating Site Director, the Community Engagement Specialist will perform the following functions:</i></p> <ol style="list-style-type: none"> 1. Collaborate with key departments and personnel to coordinate events, outreach, and engage the community to: <ol style="list-style-type: none"> a. Promote, coordinate, and communicate the program to local schools, community partners, youth centers, and career fairs; b. Plan and organize small events for current and potential new donors, partners, community members, and alums; c. Manage and send communications to donors, partners, community members, and alums for special events; d. Conduct community outreach by attending and participating in formal and informal community events in the Houston area; e. Plan and attend AmeriCorps mandatory service days in coordination with other AYW staff f. Assist and coordinate collaborative opportunities with other AmeriCorps programs in the Houston area. 2. Coordinate and consult with Operating Site Director, Development Coordinator, and Creative Services Coordinator regarding marketing and public relations, which include: <ol style="list-style-type: none"> a. Updating the AYW website, other related sites, publications, and social networking with program-related content; b. Ensure public awareness activities convey a consistent message; c. Create and disseminate marketing materials throughout Houston and surrounding areas; d. Take photos at project sites and relevant events and maintain active localized social media accounts; e. Contribute to e-newsletter by supplying content and messaging to the development department and ensuring donors and partners receive it monthly. f. Write and disseminate press releases and media packages; g. Identify and pursue media opportunities and maintain relationships with key media; h. Serve as point of contact for media inquiries; i. Contribute to annual and strategic marketing and development planning; j. Strengthen and enhance community relationships and support through attending relevant social functions and establishing

	<p>long-term relations with community partners.</p> <p>3. Development and Fundraising activities:</p> <ul style="list-style-type: none"> a. Attend potential fundraising or partnering events as an AYW representative; b. Network with potential partners and funders at special events; c. Coordinate with Chief Development Officer (CDO) and Operating Site Director to develop and execute fundraising strategy and events; d. Coordinate with the Development team to ensure the donor database is updated with all Houston-related donors and contacts; e. Contribute to grants writing activities and materials with program staff; f. Provide regular updates on progress to CDO and Operating Site Director. <p>4. Other duties as assigned.</p>
Qualifications	<p>Minimum Required</p> <p>EDUCATION / CERTIFICATION: Bachelor's Degree from an accredited University</p> <p>EXPERIENCE: Demonstrated community outreach and engagement experience, including social, medical, and written communication as well as fundraising and/or Strategic planning abilities. Two or more years experience with project/event development, planning, and coordination.</p> <p>EQUIVALENT EDUCATION/EXPERIENCE: Associate's degree in the specified field of study and 3 years of the specified experience, OR High school diploma or GED, and 5 years of the specified work experience.</p>
Salary/Hours	\$39,520 - \$48,464- Full Time/40hrs/wk, non-exempt
Address	3130 Rogerdale Rd., Ste 190
City, State, Zip	Houston, TX
Application Method	https://americanyouthworks.bamboohr.com/careers/90 Apply online via link on company website
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.