



Community Engagement Coordinator

The Community Engagement Coordinator is responsible for facilitating and coordinating a robust community engagement strategy, with a particular focus on building relationships with volunteers, local community partners and service providers. The Community Engagement Coordinator will work closely with staff to assist in the overall coordination of services and opportunities to ensure adherence to the organization mission and values of authentic youth engagement, building community, equitable practices that promote race equity, diversity and inclusion, and strengths-based practice.

Responsibilities:

- Cultivate relationships across diverse communities to provide new opportunities for young people around housing, education, employment, financial capability, health/mental health, social capital, and permanence that are responsive to their cultures and identities. Provide continual education about these opportunities to staff and support community partners as they provide these opportunities to young people.
- Facilitate regular community meetings to foster relationship building, collaboration, and promote equitable services for young people. This includes strengthen relationships with partners, identifying and addressing improvements to working together to authentically support young people including implementation of equitable and best practices and continued communication strategies.
- Provide ongoing input, information, and materials (as requested) that support internal and external communication efforts about programming and opportunities.
- Serve as an advocate in the community to ensure that the needs of young people are a priority in the systems designed to support them and the broader community.
- Conduct outreach, recruitment and screening for mentors, financial coaches, trainers, community partners, and other volunteers.
- Participate in the continuous quality improvement and data-driven decision-making processes to assess the efficacy of programming and to drive programmatic refinements. Ensure adherence to data collection requirements.
- Provide ancillary support for other projects by coordinating with and supporting colleagues as needed or requested.
- Other duties as assigned.

Education, Skills & Abilities (i.e. technical, organizations, knowledge, etc.)

The Community Engagement Coordinator must be thoroughly committed to the Purpose Learning Lab's mission. They will have proven concrete, demonstrable experience and other qualifications which include:

- Bachelor's degree in a relevant field preferred, plus two years of directly-related experience working with young people. An equivalent combination of education and/or

experience may be substituted, as long as it directly relates to the essential duties and responsibilities. A strong desire for supporting and empowering young people with these lived experiences is required.

- Strong desire and ability to communicate and work with youth ages 5 – 18 from racial, ethnic, socioeconomic, and gender diverse communities
- Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds
- Strong analytical writing skills and oral communication skills
- Ability to successfully navigate challenging conversations among diverse groups and build consensus
- Ability to develop and conduct presentations and training sessions
- Ability to build authentic relationships with racial, socio-economic, and gender diverse communities of young people
- An ability to effectively work with people from diverse backgrounds, including age, race, ethnicity, gender identity, and lived experiences
- Enthusiastic and positive attitude about changing systems and community perspectives
- Strong organizational skills and ability to manage multiple priorities at once
- Ability to work well independently and as a member of a highly integrated and diverse team
- Demonstrated ability to solve problems and manage conflict
- Ability to think and plan strategically

Contract