



## Coalition for the Homeless Job Description

Revised December 4, 2023

**Title:** **Community Engagement Manager**

**Summary:** This public-facing position is responsible for facilitating a robust community engagement strategy by delivering presentations to community groups; holding meetings with member agencies, directly impacted groups, and other partners; and coordinating community-wide engagement events, all in support of the Coalition's mission to end homelessness through advocacy, education, and coordination.

**Reports to:** Director of Communications

**Direct reports:** None

**Classification:** Regular Full-Time Exempt

**Salary Range:** \$55,000 – \$60,000 annual salary, negotiable based on experience

**Schedule:** Requires significant time out of the office, including frequent evenings and some weekends; most other time should be in the office (with some remote flexibility)

### Description

The mission of the Coalition for the Homeless is to prevent and end homelessness in Louisville through advocacy, education, and the coordination of our partner agencies. As the Community Engagement Manager, you will play an integral role in the work of engaging the community toward that mission. You will facilitate a robust community engagement strategy through a variety of approaches centered on the needs of directly impacted people and consistent with our messaging campaigns, advocacy asks, and member agency work. This is a public-facing position, as you will deliver presentations to community groups (including schools, churches, businesses, neighborhood associations, and others) to educate the public about homelessness; hold regular meetings with member agencies, directly impacted groups, and other service providers; and coordinate community-wide engagement events and other activities as part of our public-facing messaging strategy and education campaigns. As Community Engagement Manager, you will serve as a connector between the Coalition and the community; directly impacted people; and other partners to better inform our work.

### Essential Functions

- Maintain a calendar of community education presentations at schools, businesses, churches, and neighborhood groups, sometimes in evenings (and occasionally weekends), working with the Director of Communications and Director of Advocacy on content/strategy
- Plan and facilitate proactive community education events both on site at the Coalition for the Homeless and in neighborhoods, sometimes in evenings, working with the Director of Communications and Director of Advocacy on content/strategy
- Work with students and other community members on service projects as needed, specifically to guide them toward advocacy and/or add an education piece to their service activities
- Carry out community engagement campaigns using other innovative tactics as needed by working with directly impacted people, member agencies, and other partners



- Engage member agencies through regular meetings on site at their agencies; quarterly member agency meetings hosted at/by the Coalition; and by planning an annual member agency meeting
- Engage directly impacted people and groups by attending their regularly planned meetings, establishing relationships, listening to stories and experiences, and connecting them to other staff members at the Coalition to engage further with education, advocacy, and/or coordination work
- Serve as staff liaison between the Coalition and outreach partners by coordinating community outreach events (such as Stand Down) and holding regularly scheduled meetings with outreach partners
- Provide feedback and insights to staff at the Coalition regarding messaging and actions that are resonating with the public, member agencies, directly impacted groups, and others, with a goal of informing messaging, education, fundraising, and advocacy strategies
- Center and prioritize directly impacted voices, experiences, and preferences throughout work in the community and within the Coalition alike

### **Minimum Requirements**

This position requires a Bachelor's Degree in a related field or three years of experience in community engagement work. The ideal candidate should be skilled in delivering presentations, building relationships, maintaining a schedule of external engagements, and working with diverse groups. Excellent verbal communication skills are required, and experience working on homelessness, poverty, or housing justice issues is a plus. Must believe that housing is a human right. Must have access to an insured vehicle and have flexibility to work frequent evenings and some weekends. Must be legally authorized to work in the US.

People with lived experience and persons of color who are over-represented in the populations that we serve are encouraged to apply.

### **Benefits**

- Medical, dental (employee option), vision (employee option), life, and short-term disability insurances
- SEP/403(b) with 7% contribution
- Up to 15 days paid vacation leave in first year
- Up to 12 days paid sick leave
- Up to 10 paid holidays
- \$30/month health/self-care reimbursement

For full benefits, see our [website](#).

The Coalition for the Homeless is an equal-opportunity employer. We do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of our activities or operations.