

Community Engagement Coordinator

Indirectly Reports to: Executive Director

Directly Reports to: Programs Director

Status: Full-time, Exempt

Location: Operation Shoestring, 1711 Bailey Avenue, Jackson, MS 39203

Annual Salary Range: Commensurate with experience and qualifications

JOB SUMMARY:

Reporting to and working closely with the Programs Director, the Community Engagement Coordinator is responsible for engagement with parent and families of Operation Shoestring(OS) students, residents of OS's core community [Georgetown, Midtown, Mid-City and Virden Addition] and other interested parties to ensure the Operation Shoestring vision, mission, goals and objectives are advanced and represented to the community-at-large.

The ideal candidate is a high performing and motivated individual who has a passion for helping individuals, families and communities build agency, is comfortable interacting with the broader community and providing public presentations, and is highly organized and outcomes focused with the ability to present information in a clear and concise manner, both written and verbal.

ESSENTIAL JOB DUTIES

Parent/Family Engagement

- Cultivate and promote positive relationships with parents and families of OS students
- Coordinate workshops (in-person and online), classes and events for parents/families that promote greater individual agency and community engagement
- Collaborate with staff of afterschool, development, and communications to ensure alignment in parent/family programming
- Promote and encourage parent/family participation in events and programming
- Identify needs of children and families in our core communities to address underlying issues and determine appropriate programming
- Maintain consistent communication with families via phone calls, texts, emails and face-to-face interactions

- Conduct site visits to target schools as requested and as needed and maintain positive relationships with school and district leadership
- Conduct various surveys to engage parents/families in the work of Operation Shoestring

Community Engagement

- Cultivate and promote positive relationships with residents of Operation Shoestring's core communities
- Coordinate community-wide events
- Plan and execute community events that foster civic engagement and promote voter registration
- Align social services and other resources through community partners to address education, social, emotional, financial and health needs of residents of Operation Shoestring's core communities.
- Collaborate with staff of afterschool, development, and communications to ensure alignment in community programming
- Promote and encourage community participation in events and programming
- Identify needs of residents of Operation Shoestring's core communities
- Maintain consistent communication with residents of Operation Shoestring's core communities via phone calls, texts, emails and face-to-face interactions
- Conduct various surveys to engage core community residents in the work of Operation
- Develop monthly newsletters and regular social media posts for approval by the Communications Director
- Engage in outreach to (and in collaboration with other) agencies, organizations, community partners and stakeholders
- Participate in professional development on and offsite, attend conference, and share that information with team members

Reporting/Accountability:

- Assist with the preparation of various reports of OS activities and statistical information

- Establish and maintain systems for archiving important program information, including agendas, sign-in sheets, survey results, grant management, etc.
- Follow established financial policies and procedures and manage program budget
- Prepare a bi-weekly report to be provided to the Programs Director
- Meet established goals and metrics as outlined in the OS strategic plan

QUALIFICATIONS

- BA or BS degree from an accredited college/university (preferred)
- Knowledge of community resources, family resources, social service providers and trends in the field
- Excellent meeting and presentation facilitation skills
- Excellent communication skills for a variety of audiences, both written and verbal
- Ability to effectively manage multiple priorities while maintaining attention to detail
- Ability to attend functions/activities outside normal business hours
- Maintain valid Mississippi driver's license and state-mandated auto insurance
- Ability to travel for occasional local, state, and out-of-state meetings or conferences
- High level of professionalism and discretion
- Ability to work well independently, as well as collaboratively as a team member
- Proficient with Google Workplace

Note: This job description is not designed to cover or contain a comprehensive listing of activities, functions, or responsibilities that are required of the employee. The employer reserves the right to assign or reassign functions and responsibilities for this position at any time. This job description shall be reviewed on an annual basis.

Qualified candidates invited for an interview will be required to submit a sample of written work.

To apply, please submit both a resume and a cover letter to info@operationshoestring.org Indicate the reasons you are interested in the position. Submissions without a cover letter will not be considered.