



## Community Engagement Coordinator Job Description

**Position Title:** Community Engagement Coordinator

**Reports To:** Director of Engagement

**Compensation & time commitment:** Salaried, DOE  
Full-time, requires some evenings and weekends

### Overall Job Description

The Community Engagement Coordinator is responsible for facilitating and coordinating a robust community engagement strategy for NMCAN, with a particular focus on building relationships with volunteers, local community partners and service providers. The Community Engagement Coordinator will work closely with NMCAN 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.

### Major Responsibilities & Duties:

The Community Engagement Coordinator works closely with NMCAN staff to collectively serve volunteers, community partners, and young people and works to:

- 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 transitioning to adulthood 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.
- Conduct orientation and pre-service training for mentors, financial coaches, trainers, community partners, and other volunteers.



- Provide ongoing support and guidance to mentors, financial coaches, and community partners engaged in programming and opportunities.
- In collaboration with the Youth Engagement Coordinators, support matched mentor/mentee relationships; including, but not limited to, rotating on-call to provide 24-7 crisis management support, facilitating the matching process, facilitating special events to celebrate these relationships, and ensure provision of ongoing in-service training for mentors and mentees.
- 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 NMCAN projects by coordinating with and supporting colleagues as needed or requested.
- Other duties as assigned.

### **Minimum Qualifications and Experience:**

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. Preference will be given to candidates with a working knowledge of community organizing and volunteer management, as well as experience advocating with youth transitioning from foster care or juvenile justice systems or who have experienced homelessness. A strong desire for supporting and empowering young people with these lived experiences is required.

### **Communication**

- Strong desire and ability to communicate and work with youth ages 14 – 26 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
- Desire to educate the community about the unique issues facing young people transitioning from foster care, juvenile justice, and homelessness

### **Commitment to service**

- Ability to build authentic relationships with racial, socio-economic, and gender diverse communities of young people
- An understanding of the concepts of institutional and structural racism and bias; and a genuine commitment to equity and inclusion
- 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
- Ability and willingness to work nights and weekends to accommodate young peoples' and volunteers' schedules



### **Professionalism**

- 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

### **Skills**

- Knowledge of Microsoft Office applications
- Ability to apply evidence-based practice
- Familiarity and willingness to utilize social media