

COMMUNITY ACTION PARTNERSHIP

JOB DESCRIPTION

TITLE: Community Engagement Project Manager

EXEMPT/NON-EXEMPT: Exempt

REPORTS TO: Director of Community Programs

ISSUE DATE: 04/21

GENERAL POSITION SUMMARY: Under the supervision of the Director of Community Programs, the Community Engagement Project Manager is responsible to work with Community Services staff to engage the entire community around issues of poverty in order to increase community awareness and transform that awareness into action aimed at reducing poverty. The Community Engagement Project Manager is responsible to provide coaching, support and development to Community Services staff through transformational training and experiences to build leadership. This position is project specific and short-term with an anticipated timeframe of up to 2 years.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Provide leadership, direction and coaching for the community and CAP staff to further the mission of the organization;
- Implement a robust process of Community Needs Assessment (CNA) alongside Community Services staff and work with communities throughout CAP's service area to address the findings through programs and strategies;
- Through surveying and conducting focus groups, gather county-by-county data about the needs of people experiencing poverty and the impacts on the community so a formal plan to address the issues can be developed in coordination with all relevant stakeholders;
- Build multidisciplinary community collaborations based on shared vision and community trust while bringing the insights of under-resourced individuals to the conversations and including their voices in planning and implementation;
- Consistently research and implement best practice strategies within the organization and within communities in partnership with the Director of Community Programs and the Executive Director;
- Build leadership through coaching, support and development so Community Services program staff can effectively foster and sustain community collaborations to address identified needs;
- Report organizational outcomes and activities to funding sources and effectively answer monitoring questions from funding sources;
- Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relations with community members and staff;
- Exhibit ability to meet project outcomes and work independently;
- Travel requirements include overnights and multiple day stays throughout CAP's service area;
- Perform other work projects as assigned.

SECONDARY FUNCTIONS:

- Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; make timely decisions;

- Uphold and support organizational goals and values. Respond to management direction;
- Develop strategies to achieve organizational goals and adapt strategy to changing conditions; manage competing demands; delays or unexpected events. Meet challenges with resourcefulness; develop innovative approaches and ideas; present ideas and information in a manner that gets others' attention;
- Respond to request for service and assistance; communicate changes and progress, complete projects on time and within budget;
- Demonstrate knowledge of EEO policy; show respect and sensitivity for cultural differences; promote a harassment-free environment;
- Other duties as assigned.

JOB SCOPE:

The Community Engagement Project Manager functions as a leader within CAP and the community, focused on increasing capacity to end poverty in our communities. The Community Engagement Project Manager is responsible for a variety of activities that develop the leadership capacity of CAP staff and community members to further CAP's vision. The Community Engagement Project Manager provides leadership, planning, development, marketing, implementation and evaluation of new and existing CAP programs and services.

SUPERVISORY RESPONSIBILITIES:

- Exercise functional authority with relevant Community Services staff in completing CNA project and subsequent community engagement activities.
- Monitor and evaluate program compliance and procedures in accordance with CAP policies and grant requirements.
- Contribute to building a positive team spirit; build morale and commitment to group's goals and objectives, inspire and motivate others to perform well and give appropriate recognition of others.

INTERPERSONAL CONTACTS:

- Ability to effectively communicate CAP's vision and mission to staff, agency partners and community members.
- Ability to problem-solve and facilitate conversation between staff and community members to build strong community relationships.
- It is the expectation that the Community Engagement Project Manager possesses strong reflective listening skills to best facilitate communication problems and situations.
- Ability to work as a team member.
- Exhibit extreme professionalism and confidence in building new and existing relationships with staff, volunteers, clients, businesses, educational institutions, public officials, the private sector, municipalities, faith-based groups, etc.

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting	X				
Standing	X				
Walking	X				
Running	X				
Bending/Crouching	X				
Kneeling/Crawling	X				

Lifting weight

Less than 10#	X				
10-25#	X				
25-50#	X				

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot	X				
Humid	X				
Cold	x				
Wet/Damp	X				
Machinery*	X				
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)	X				
Loud (above normal class level)	X				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

SPECIFIC JOB SKILLS:

Adapts to changes in the work environment and manages competing demands as well as changes approach or method to best fit the situation. Works effectively across all sectors of the community to further CAP's vision. Manages difficult or emotional customer/staff situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance. Meets commitments. Collaborates on or develops trainings focused on enhancing the skills of staff and community members. Demonstrates effective time management skills. Works independently.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from accredited college or university required; related field of study preferred;
- 3 – 5 years related experience or equivalent combination of education and experience which provides the applicant with the desired skills, abilities and knowledge to perform the job duties;
- Must have demonstrated successful experience related to the job description, plus highly effective communication, interpersonal and team-building skills.
- Prefer demonstrated successful experience in community engagement, coaching and leadership development.
- Experience in project management desired, strong computer skills necessary.

Additional Requirements

Math Requirement : Moderate

Language Requirement: Advanced English

Reasoning: Advanced

This job description is not a contract for employment. The employer shall, at its discretion, modify or adjust the position and its job duties to meet the agency’s changing needs. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Community Action Partnership is an “At Will” employer. In accordance with Federal law, CAP does not discriminate on the basis of race, color, national origin, sex, age, disability, or sexual orientation.

I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Community Action Partnership.

Employee’s signature DATE

I have gone over this job description with this employee

Supervisor’s Signature DATE