



JOB POSTING

COMMUNITY ENGAGEMENT SPECIALIST

Position Description: This position will focus on community engagement in both the Harambee and Riverwest Neighborhoods with a specific focus on The Beerline Trail and other public spaces to continue the momentum of Riverworks' creative placemaking, economic development and community improvement project work. The position will support CDGA related activities including coordinating clean ups, working with law enforcement agencies and developing and coordinating with various resident and stakeholder groups around quality-of-life issues in both the Harambee and Riverwest neighborhoods. This position is part of the Neighborhood Department and reports directly to the Community Development Manager.

Position Responsibilities & Activities

- Assists in developing and supports programming on the Beerline Trail such as The Beerline Celebration Series along with other collaborative community events.
- Provides support, technical assistance and guidance to The Friends of the Beerline Trail resident group.
- Assist in the planning of the community engagement activities for the Beerline Trail, and related activities for the New Park project and the 53212 Marketplace and Farmer Market.
- Work in partnership with community stakeholders to support resident led initiatives and projects in both the Harambee and Riverwest neighborhoods.
- Work to identify community leaders who seek involvement in developing neighborhood/community projects and work cooperatively with those residents and stakeholders.
- Explore and identify appropriate sustainable partnerships in both the Harambee and Riverwest Neighborhoods while representing RDC in these partnerships in order to substantiate the long-term benefits for the community.
- Support neighborhood department activities such as RON/HNID/outreach/surveying/flyering.
- Assist in the design and production of outreach materials, raising awareness of the organization's work in the community.
- Maintain effective communication links (website/social media) with Riverworks staff, Beerline stakeholders and the general community.
- Prepare and submit relevant reports and achieve outcomes developed in your workplan.
- Assist in the input and maintenance of the Neighborhood Department's Salesforce database.



- Assist in the creation of detailed program plans, deliverables and timelines facilitating effective teamwork strategies while.
- Provided weekly updates to the Community Development Manager on progress of the various projects, programs and organizing efforts.
- Monitor and assist in the upkeep of the BLT all Healing Spaces and the Harambee Tot Lot while communicating issues to both the Community Development Manager and the Riverworks Cleans Manager.
- Other responsibilities as assigned by the Community Development Manager and/or the Executive Director.

Skills, Knowledge and Abilities

- 1) Two years of work experience in neighborhood engagement and/or community development.
- 2) Must have a passion for community development work with the ability to demonstrate capacity as an effective community organizer based on experience, education, etc.
- 3) Must have strong leadership skills and the initiative and competence to manage and lead community development projects and programming.
- 4) Must be flexible with ability to switch gears quickly when things do not go as planned, when new opportunities present themselves, etc.
- 5) Must have excellent communication skills (both written and oral), be effective in communicating in front of groups and large crowds and be able to interact effectively with Riverworks staff and the general public.
- 6) Must be computer literate with a basic knowledge of Microsoft Office - in particular, Excel, Outlook, Word and Adobe Creative Suite.
- 7) Must have the ability to multi-task and with excellent organizational skills.
- 8) You must have a car and valid drivers' license with auto insurance.
- 9) Flexible schedule, available to work some evening hours and weekends.

Availability: Position is open until filled

Salary Range: \$46,000 to \$50,000

Please email resume, cover letter, references, and salary history to:

Ruth Weill

Community Development Manager

Email: ruthw@riverworksmke.org

Riverworks Development Corporation is an equal opportunity employer