Manager of Community Engagement

Position Description

The Manager of Community Engagement leads our community engagement and outreach projects at AMPHS, with a focus on educating the community on social justice issues and empowering them with resources.

This includes AMPHS’ new Sunset Park Public Health Response Network, where the Manager will serve to build relationships within the local community, among businesses, elected officials, and community-based organizations and lead/coordinate consortium meetings and draft policy recommendations through localized feedback. Additionally, the Manager will be participating in strategic planning and coordination for AMPHS’ Vaccine Outreach, APA Voice Redistricting Task Force, NYC Commission on Civic Engagement Taskforce on Racial Equity and Inclusion, COVID-19 Story Collection Project, Anti-Asian Hate Community Safety programming, and other engagement projects. There will be opportunities to participate in conversations with additional public health and policy task forces and workgroups both locally and citywide, particularly focusing on advocacy initiatives.

The ideal candidate is a seasoned program manager and outreach organizer, and an exceptional communicator, relationship manager, and facilitator. He or she will also be responsible for managing a team of outreach staff and AMPHS’ social media and outreach channels. The candidate will identify and contribute to the development and execution of innovative solutions to grow program capacity and expand outreach within vulnerable immigrant populations. The Manager of Community Engagement reports directly to the Executive VP.

Responsibilities include, but are not limited to:

- Oversees special outreach initiatives, including COVID-19 vaccine, Excluded Workers Fund, participatory budgeting, redistricting, Know Your Rights workshops, and Anti-Asian Hate Community Safety programs
- Coordinates and implements outreach strategies to enhance visibility of AMPHS programs and respond to current events/policy changes affecting AMPHS constituents.
- Drafts press releases, media advisories and issue statements, and other outreach materials.
Manager, Community Engagement

Job Description

● Oversees organization’s social media platforms.
● Oversees and trains a team of outreach organizers.
● Builds and maintains partnerships with community-based organizations, government offices, and community stakeholders to enhance collaborative outreach efforts.
● Represents AMPHS in local and statewide discussions regarding special policy and advocacy initiatives.
● Tracks outreach engagement activities using both qualitative and quantitative reporting methods.
● Leads AMPHS’ Community Advisory Board and Sunset Park Public Health Response Network.
● Serves as the point of contact with outreach partners and funders.
● Other duties as assigned.

Minimum Qualifications:

● **Experience:** Minimum of two (2) years of related experience directing outreach, organizing, campaigns, or policy/issue advocacy. Two (2) years’ experience supervising employees.
● **Education:** Bachelor’s degree required; Master’s degree in a related field preferred.
● **Competent technology skills,** including proficiency with Microsoft Office (Word, Outlook, Excel, PowerPoint) and digital research, and visual design, including knowledge in programs like Canva and Adobe Suite (Photoshop, InDesign).
● **Language** - Bi-lingual language skills in Spanish and/or Mandarin preferred.
● Excellent time management skills and the ability to prioritize work.
● Demonstrated cultural competence with respect to South Brooklyn Latino, Chinese, and Muslim communities and New York’s diverse communities.
● Excellent written, verbal and interpersonal communication skills.
● Strong organizational skills with the ability to multi-task.
● Proof of COVID-19 immunization required for in-person work as mandated by NYC DOHMH and DYCD.

Time Commitment:

● This is a full-time position that requires Saturday availability and occasional weekday evenings. AMPHS’ office is open Tuesday to Saturday.
● This opportunity is funded through an annual grant with opportunities for renewal thereafter.

Compensation:

● Annual Salary Range: $60,000 - $65,000, commensurate with experience.
● AMPHS’ compensation package includes health insurance stipends, professional development opportunities, and time-off. There are opportunities to learn from industry experts to help you advance in the field of public health, health and education policy, immigration and nonprofit administration.

To Apply

Sounds like you? Send your cover letter, resume, 1-2 page writing sample, and most recent transcript (if still in school or recent graduate) to personnel.resources@amphsonline.org for immediate consideration. We will accept applications on a first-come, first-served rolling basis.
Equal Opportunity Employer

AMPHS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.