Community Engagement Coordinator

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance health equity in the nation's capital, is currently seeking a Community Engagement Coordinator.

This position will support DC Greens’ 2023 Community Engagement strategy and completion of our inreach and outreach initiatives. Our current engagement strategy tackles engagement from two perspectives. The first focuses on engaging the community of place around The Well at Oxon Run; the second engages the communities of interest centered around DC Greens’ strategic and programmatic goals. As the Community Engagement Coordinator, you will lead, train, and guide internal and external stakeholders, working side by side with community members to participate in a variety of engagement activities.

You are an ideal candidate if you have excellent communication and interpersonal skills, are comfortable engaging a diverse group of people, have experience utilizing technology to improve efficiencies, and have experience leading peer training. This is a hybrid position, with frequent on-site responsibilities at The Well at Oxon Run and in other parts of the Washington, D.C. area. This position reports to the Community Engagement Manager.

Essential Job Responsibilities

*Community Engagement Infrastructure Development and Support*

- Contribute to structural design meetings for Community Engagement team work
- Identifying themes, researching and developing the presentation for CE practices
- Contribute to creation and design of Community Engagement tools, trainings, and materials, including maintaining a listserv for DC Greens’ community engagement purposes
- Lead on integration, maintenance, and support of software being utilized by Community Engagement
- Provide overall support and collaboration for the Community Engagement Manager
- Support on all tasks associated with cross-team collaboration
Outreach and Participant Engagement

- Support in-person outreach and planned events at The Well at Oxon Run
- Responsible for coordinating and supporting relationships with partner organizations, key service providers, and community institutions (i.e., schools, clinics, senior centers, and places of worship) to further DC Greens initiatives
- Support the creation and distribution (virtual and physical) of materials to partner organizations, service providers, and community institutions
- Lead on communications initiatives for Community Engagement (i.e., email, newsletters, video, SMS (text) messages, surveys, and social media posts)
- Collaborate in developing and managing relationships with partner organizations and creating and framing messages to these groups

Administrative Support

- Support completion of financial responsibilities
- Lead updates to organizational calendar for Community Engagement activities

Team Contributor and Collaborator

- Participate actively and respectfully in team and staff meetings and retreats
- Contribute to the overall improvement of the organization
- Represent the organization externally, including at major fundraising events, in accordance with stated values
- Expected to be self-reflective around how power, privilege, and access supports or challenges efforts to center equity
- Additional related duties as assigned

Qualifications

- Minimum of 5 plus years’ experience in customer care or community outreach
- Commitment to the vision and mission of DC Greens
- Experience and cultural competence working with historically underserved communities
- High attention to detail and demonstrated proactive and strategic approach to daily task execution
- Outstanding written and verbal communication skills
- Ability to plan and execute independently and in collaboration with a team
- Have experience in professional relationship building, peer training and public facing roles
- Experience designing print collateral and social media content.
- Proficient in outreach systems(Qwary) Canva, Mailchimp, or Grasshopper, with strong overall technical abilities
Salary & Benefits
This is a regular, full-time (40 hours/week), salaried, exempt position. The salary range for this position is $73,800 to $79,050 commensurate with experience. The salary is non-negotiable. This position includes a generous benefits package with medical, dental, and vision insurance, disability/life insurance, 25 days of PTO per year, employer match on retirement contributions after one year of employment, and a flexible schedule.

How to Apply
If interested, email your cover letter and resume to hiring@dcgreens.org. In your cover letter provide an answer in 250 words or less to the following prompt: What is your personal and professional lived experience with the communities with whom we work?

Please put "Community Engagement Assistant " in the subject line and save your cover letter and resumé as a single attachment labeled “LAST NAME, FIRST NAME_Application”.
Applications will be accepted on the rolling basis with priority given to applicants who apply by December 13, 2023, 11:59 p.m. EST. Anticipated start date is January 2, 2024.

DC Greens is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bicultural individuals, as well as women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.