

Sample Job Description(s)

COMMUNITY ENGAGEMENT DIRECTOR/SPECIALIST/PRODUCER

Position description(s):

Community Engagement Director: A Public Media Organization is seeking a creative and curious professional to lead community engagement strategy.

Community Engagement Specialist:

A Public Media Organization is seeking a creative and curious professional to coordinate community engagement efforts across multiple departments throughout the organization.

Community Engagement Producer:

A Public Media Organization is seeking a creative and curious professional to produce community-engaged content for digital and broadcast platforms.

Position description(s):

- Convene community gatherings on multiple platforms (e.g. live events in person, live events online or on air, virtual conversations, etc.)
- Cultivate community connections, including new media partnerships especially with BIPOC community groups and media.
- Host productive conversations with diverse groups of people.
- Identify community narratives, missing or mis-information and opportunities for enterprise projects.
- Communicate across A Public Media Organization and with the publics you serve.
- FOR DIRECTORS — Set community engagement strategy in coordination with A Public Media Organization's mission.
- FOR PRODUCERS — Pitch, edit, produce, publish and distribute content for multiple platforms.



Sample Job Description (continued)

Core competencies:

You are a creative and curious professional with experience establishing and maintaining relationships within various communities. Ideal candidates will be able to demonstrate:

- Cultural competency; respect for diverse perspectives, experiences and narratives
- Ability to thrive in a collaborative, deadline-driven environment
- Flexibility to manage competing priorities while meeting deadlines
- Commitment to transparency and accuracy
- BONUS: Multilingual skills
- FOR DIRECTORS — Ability to manage a diverse team of journalists and/or other professional staff
- FOR PRODUCERS — Multimedia skills (e.g. audio editing, writing for digital, photography/video production)

Our commitment to inclusion:

A Public Media Organization believes your lived experience makes you unique, and therefore an important voice to have on our team. Our journalism is for the public, and so is our workplace. The more diverse our perspectives, the better we can serve and cover the diversity of our listeners, readers and communities. Our differences empower us to create innovative and impactful journalism.

*See this example from [Spotify's statement of equality](#)

Our commitment to inclusion:

Note: Engagement professionals compensation should be in line with other journalists on your staff. While the work itself may not lead to a byline, the objectives are the same: disseminating facts, providing accuracy and context, and building trust.

For more examples of community engagement job descriptions, check out [this list from Gather](#).