Community Engagement Coordinator

Position Overview
The person who holds the Community Engagement Coordinator position will be responsible for the administration of all activities related to community engagement and the assistance in the strategy surrounding community engagement. This position requires the planning and facilitation of various community engagement activities, events, and marketing.

Reports to
TVCDC Director of Community Engagement

Compensation & Benefits
Annual Compensation: $12.55-$18.71 hourly—depending on experience
Full-time, hourly, non-exempt, not to exceed 40 hours per week
Benefits:
- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- Simple IRA with up to a 3% match from TVCDC;
- Paid Time Off up to 160 hours per year;
- 14 annual paid holidays;
- Up to $1,500 annual financial support for continuing education/development;
- Up to 200 hours annually in flexible schedule for education/development;
- Up to 6-weeks paid Parental Leave for new parents;
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
- Up to 25 minutes daily, paid, to participate in a wellness activity;
- Prioritized access to onsite Lakota Language Immersion Child Care;
- Paid Administrative leave during office closures for inclement weather.

Essential Duties & Responsibilities
- Assist in the creation, implementation, and oversight of a community engagement strategy.
- Review and evaluate engagement systems and activities and enhance systems where appropriate to continually improve effectiveness.
- Identify potential community partners and build lasting and reciprocal relationships with those partners.
- Provide opportunities for early involvement and meaningful voice in identifying community needs and shaping solutions in partnership in support of other organizations.
- Ensure the needs of culturally and economically diverse communities are met and identify and remove barriers to participation by the communities.
- Make use of training, one-on-one interviews, and small group meetings and other techniques to facilitate engagement of residents in taking initiative to solve community problems.
- Maintain accurate records and prepare reports related to program activities.
- Take pictures and other media for use on the organization’s website, for use in media and public relations.
- Lead on-site tours, speaking expertly on organization mission, history, growth, and future goals as they relate to TVCDC as a whole as well as individual programs/initiatives.
- Assist in delivering messages to a variety of audiences through a variety of communication efforts, such as social media, radio, community presentations/booths, marketing materials, press releases, and more.
- Have strong knowledge and belief in the overall organization and mission.
- Assist in coordinating and hosting community events, meetings, and training.
- Assist with pictures, videos at events as it arises.
- Help collect material for content for social media.

Qualifications, Knowledge, Skills
- 2+ years of experience in community engagement role.
- Extensive knowledge of the region, local community, and Lakota culture.
- Self-starter, eager to learn and grow in the role, while expanding the reach of TVCDCs involvement and voice in local and national community.
- Adept in public speaking and in communicating with a variety of personality styles.
- Passionate about TVCDC’s mission, eager to increase community engagement and knowledge of the organization.
- Ability to plan, market/advertise, teach, and oversee applicable community classes/workshops.
- Excellent verbal and written communication skills, including ability to effectively communicate with community members, funders, and media/press.
- Proficient in Microsoft Office programs, adept in email/online navigation, with a willingness to learn new software/programs as needed for success in position.
- Create and maintain collaborative work structures with other staff to increase effectiveness of communication, marketing, community engagement, etc…

ADA Specifications
TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Property Manager may be required to use the computer for extensive periods of time. Varied work hours and travel may be necessary. Able to access second story apartments and bunkrooms via stairs in order to complete inspections.

Mission Driven
Ideal candidate has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

Thunder Valley CDC Vision
We envision a liberated Lakota nation through our language, culture, and spirituality.
The above description is intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. TVCDC position descriptions are not intended to create, nor are they to be construed to create, a contract between TVCDC and any staff member. All TVCDC staff are employees at will; therefore, TVCDC and each staff member are free to terminate that employment at any time and at either party’s discretion, with or without cause. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential fun