



Greater Baybrook Alliance

Director of Community Engagement

Position Description

Reports to: Executive Director

Supervises: Staff, Interns, Volunteers

Status: Full-time, Exempt

Greater Baybrook Alliance (GBA) is a community development organization whose mission is act as a catalyst and conduit for equitable development and reinvestment in the Brooklyn, Brooklyn Park, and Curtis Bay neighborhoods and empower our residents to strengthen the Baybrook community. Programs include economic and commercial revitalization, affordable housing development, beautification programs, public safety initiatives, and projects or programs to improve residents' quality of life.

GBA is seeking a highly motivated, skilled, and passionate professional to direct and implement our neighborhood engagement and capacity-building work using the principles of community organizing. The position reports to GBA's Executive Director, and coordinates across all of GBA's program areas.

Duties

1. Create and implement GBA's community engagement strategy, integrating outreach and programmatic goals across the organization.
2. Build relationships with and between community members through one-on-one and group conversations, focusing specifically on engaging under-engaged and harder-to-reach communities (e.g. Latinx; homeless, people with substance use, youth).
3. Develop a comprehensive understanding of community needs and priorities as it relates to capacity building and engagement
4. Develop new initiatives and activities based on the interests and needs identified within the community
5. Oversee all community activities and events including planning, outreach, coordination, and implementation
6. Supervise and develop the professional capacity of Community Engagement Coordinators
7. Support with direct outreach through door-knocking, attending community meetings and events, responding to resident and stakeholder inquiries and requests, and connecting residents and other community members to GBA's resources, projects and initiatives (e.g. downpayment assistance, beautification projects, violence reduction initiatives)
8. Maintain and grow community contact list and shared community events calendar

9. Create and manage content for social media and email communications
10. Track and document community engagement outcomes, including participation and engagement numbers, photographs, community indicators, etc.
11. Other duties as assigned

Qualifications and Skills

- Master's degree in social science or community development field and 7-10 years of professional experience in community organizing and/or neighborhood capacity building programs. Education can be substituted with commensurate experience.
- Extensive knowledge and experience in community work, community organizing practices, and working with a diverse set of individuals and stakeholders
- Ability to manage multiple projects/programs and coordinate across GBA project/program areas
- Excellent written and oral communication skills
- Highly motivated and independent, yet team-oriented
- Innovative and creative; ability to be flexible and adaptable based on neighborhood priorities and needs
- Must be able to work flexible hours and have reliable transportation
- Knowledge of Baybrook's neighborhoods and local institutions a plus
- Spanish language fluency a plus

WORK SCHEDULE & LOCATION

This is a full-time position and requires presence in the community.

COMPENSATION

Salary and benefits are reflective of the candidate's qualifications and experience. Starting salary is \$75,000 - \$81,000. Benefits include 20 days of Paid Time Off, medical and dental insurance, and retirement plan.

APPLICATION

Interested applicants should submit (1) a cover letter, (2) resume, and (3) salary requirements to Meredith Chaiken, Executive Director, at apply@greaterbaybrookalliance.org.