

**Greater Baybrook Alliance**  
Position Description  
**Latino Engagement Coordinator**

**Reports to:** Director of Community Engagement

**Supervises:** Volunteers

**Status:** Full-time, Exempt

**ORGANIZATION DESCRIPTION**

Greater Baybrook Alliance (GBA) is a community development organization whose mission is to 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. Guided by the 2016 Greater Baybrook Vision and Action Plan, we develop and implement highly-visible capital improvement projects to drive equitable community revitalization. Our work supports commercial revitalization, affordable housing development, increased access to public parks and green spaces, environmental justice, and public safety. Examples of this include coordinating public art installations, supporting community-led beautification projects, and rehabilitating formerly vacant buildings into thriving community assets. We also have a successful track record of leveraging funding for our partner organizations who provide direct services to the Baybrook community.

**POSITION DESCRIPTION**

The Latino Engagement Coordinator (LEC) will be responsible for spearheading outreach, recruitment, and engagement of Latino and/or immigrant residents in Brooklyn, Curtis Bay, and Brooklyn Park. The LEC will provide opportunities for capacity building and leadership development to Spanish-speaking residents and organizations through participation in GBA programs and projects. The LEC will also provide technical assistance as needed.

**KEY RESPONSIBILITIES**

- Develop and implement outreach strategy to build trust in and awareness of GBA amongst Latino residents and business owners to foster long term engagement with our organization
- Conduct door-to-door outreach in the community, as well as outreach at schools, neighborhood meetings, and events to build and maintain GBA's visibility in the community
- Build contact database of Spanish-speaking residents and businesses
- Recruit volunteers from the Latino community for neighborhood projects, initiatives, events, meetings, and other community development activities; at times, facilitate these gatherings
- Advocate internally and externally for priorities and concerns of the Latino community (e.g. such as sidewalks in disrepair, empty street tree wells, missing/broken traffic lights, etc.)
- Represent the priorities and concerns of the Latino community at larger community development events.

- Manage and support volunteers; build the capacity of residents by offering training and organizing support
- Draft outreach materials in Spanish (e.g. social media posts, fliers, etc.); translate other English materials into Spanish and Spanish materials into English as needed
- Prioritize and plan work activities; use time efficiently and develop feasible action plans; meet deadlines and adhere to specific timelines; track multiple processes to meet goals for timeliness; document community events with photography and other evidence; report progress on programmatic metrics.
- Identify professional development opportunities to improve quality of own work; promote and uphold organizational policies and procedures.
- Support the marketing of GBA's Down Payment Assistance program

## **QUALIFICATIONS AND SKILLS**

- Knowledge and experience in communications and community engagement
- Experience working with diverse groups of people
- Excellent people skills
- Excellent written and oral communication skills
- Spanish fluency required
- Ability to work and adapt to adversity
- Ability to learn new computer-based programs and systems; proficiency with GoogleWorkspace applications including Google Drive, Docs, Sheets, Gmail, and Google Calendar required; Experience with Airtable, SmallPDF, and Wix preferred
- Some evenings and weekends required
- Reliable transportation required

## **WORK SCHEDULE & LOCATION**

This is a full-time position. GBA has a hybrid work schedule, staff are permitted to work from home on certain days each week but community-facing positions will primarily work on-site at GBA's office.

## **COMPENSATION**

Compensation for this position is reflective of the candidate's qualifications and experience; the salary range for this position is \$47,000 - \$57,000. GBA's Employee Benefits Package includes Paid Time Off (PTO); medical, dental, and vision insurance; and the opportunity to participate in the organization's retirement savings plan.

## **TO APPLY**

Interested candidates should: submit (1) cover letter; (2) resume; and (3) work sample to Meredith Chaiken, Executive Director, at [apply@greaterbaybrookalliance.org](mailto:apply@greaterbaybrookalliance.org). Please include the position title in the subject line.