

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

**Reports to:** Director of Public Safety Programs

**Supervises:** Interns, Volunteers

**Status:** Full-time, Exempt

**ORGANIZATION DESCRIPTION**

Greater Baybrook Alliance (GBA) is a community development organization whose mission is to engage and empower stakeholders across Baltimore City and Anne Arundel County to revitalize the Greater Baybrook Peninsula, including Brooklyn, Brooklyn Park and Curtis Bay- through investment, collaboration, and advocacy. GBA may directly implement community development initiatives or seek out and support partners to carry out those activities. Activities include housing and commercial revitalization, affordable housing development, beautification programs, public safety initiatives, and projects or programs to improve residents' quality of life.

**POSITION DESCRIPTION**

The Community Engagement Coordinator will build relationships with residents, neighborhood providers and other community members, share information and opportunities, provide technical assistance to residents interested in GBA's community programs, and elicit resident input on ongoing development projects and planning efforts. The Community Engagement Coordinator will use a community organizing approach to engage a wide range of residents with various interests, socio-economic and racial backgrounds and geographic location within the neighborhood. In addition, the Coordinator will attend community meetings, build community through events and programming, expand GBA's contacts, disseminate print and online communications, and support community-led initiatives such as GBA's public safety, housing, and green space programs. The position reports to the Director of Public Safety Programs, and works closely with residents, community organizations, local agencies, and other stakeholders.

**Duties**

1. Build relationships with and between residents and other community members through one-on-one and group conversations, focusing specifically on engaging underrepresented communities
2. Conduct outreach through door-knocking and attending community meetings, events and activities
3. Engage and connect residents and other community members to GBA projects and initiatives according to their interests
4. Market and connect residents to homeownership, home repair, Spruce Up, public safety, or other opportunities, and provide technical assistance with applications as appropriate.
5. Develop and lead training workshops for residents and other community members, and provide ongoing technical assistance to program applicants and grantees.
6. Support deep community engagement campaigns around specific community development projects - including conducting surveys, workshops, and interviews - to solicit input from a wide range of community stakeholders.

7. Assist residents and local community organizations with Spruce Up Grants by providing assistance with visioning and concept design; budgeting; assist in locating appropriate contractors and materials; identify and assist with permitting; support volunteer management; and cultivate leadership through project development and completion.
8. Collaborate with GBA staff to develop, plan and coordinate community-led events and activities, such as movie nights, community clean-ups, and public art projects that help bring neighbors together and deepen a sense of collective efficacy and community cohesion
9. Support with planning and coordination of GBA's promotional events, which deepen a sense of community, celebrate completed projects and attract people to Baybrook
10. Work closely with local media to ensure maximum coverage of events and activities
11. Initiate program marketing and outreach strategies, both within the neighborhood and more broadly among regional stakeholders
12. Create and maintain a community-wide calendar
13. Create content for social media and email communications
14. Support administrative aspects of GBA's community programs, including purchasing, record keeping, accounting, data collection, and preparing report metrics. Data includes participation, meeting notes, photographic documentation of project implementation, and community indicators.

### **Qualifications and Skills**

- Education requirements – undergraduate degree preferred
- Two years experience in community organizing and/or community engagement showing progressively more responsibility
- Knowledge and experience in community work and working with a diverse set of individuals and stakeholders
- Ability to engage and foster relationships with residents, public agencies, and nonprofit partners.
- Experience and strong skills in areas of leadership, creative thinking and organization
- Excellent written and oral communication skills
- Strong professional reputation and record of integrity, sound judgment and respect for established ethical standards
- Ability to solve problems
- Ability to work and adapt to adversity
- Knowledge of Baybrook's neighborhoods and local institutions a plus
- Spanish language fluency preferred; proficiency 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 \$40,000.

### **APPLICATION**

Interested applicants should submit (1) a letter of interest ; (2) resume or CV; and (3) salary requirements to Meredith Chaiken, Executive Director, at [apply@greaterbaybrookalliance.org](mailto:apply@greaterbaybrookalliance.org).