

Job Title	Community Engagement Project Coordinator
Employer/ Agency	East Harris County Empowerment Council
Job Description	<p>Be at the forefront of transforming our community as our next Community Engagement Coordinator. We are dedicated to fostering meaningful connections, driving collaboration, and building partnerships. As the Community Engagement Coordinator, you will lead the charge in creating a stronger, more engaged community, working closely with community partners and stakeholders. You're not just a coordinator; you're a community builder. Join us to build a stronger, more resilient region!</p> <ul style="list-style-type: none"> • Community Building: Implement effective community engagement strategies that align with our organization's goals and values. • Stakeholder Collaboration: Cultivate and Work closely with key community stakeholders, including community leaders and local organizations. • Program Alignment: Ensure community feedback is integrated into program development and delivery. • Community Awareness and Events: Coordinate and lead community forums, meetings, and events to foster dialogue, gather feedback, and strengthen community relationships. • Community Awareness: Promote our programs through outreach initiatives. • Inclusive Approach: Ensure community engagement activities are accessible to all, fostering an inclusive environment. • Liaison Role: Be the primary point of contact between the organization and community stakeholders, effectively addressing concerns and facilitating productive communication. • Partnership Development: Identify opportunities for collaboration and partnerships with community organizations, businesses, and educational institutions. • Impact Assessment: Continuously evaluate the impact of community engagement initiatives, gathering feedback and utilizing data to enhance our programs.
Qualifications	<ul style="list-style-type: none"> • Demonstrated experience in community engagement and partnership development, evident through work, volunteering, or education. • Bilingual in Spanish and English, preferred. • Proficiency in Microsoft Office Suite and relevant software. • Strong communication and interpersonal skills. • Strong analytical and problem-solving abilities. • Knowledge of diversity, equity, and inclusion principles. • Exceptional project management skills for multitasking and prioritization. • Ability to engage and collaborate with diverse community members and organizations. • Leadership skills in guiding workgroups, community members, volunteers, and partners.

	<ul style="list-style-type: none"> • Strong problem identification and solution implementation skills. • Proficiency in planning and facilitating group discussions and workshops. • Effective communication and collaboration with people from diverse backgrounds. • Leadership and facilitation skills for community organizing. • Flexibility to work evenings and weekends as needed. • Valid driver's license with reliable transportation and car insurance. <p>DESIRED SKILLS & ABILITIES:</p> <ul style="list-style-type: none"> • Additional education, certification, or training in community engagement, public administration, or a related field. • Training in adult education methods and principles to design effective training programs. • Familiarity with different computer software applications, including Zoom, Monday.com, and finance and accounting tools. • Familiarity with community-based organizations, non-profits, government agencies, or similar settings.
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://j.brt.mv/jb.do?reqGK=27743591&refresh=true
Opening Date	Immediately

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