



**CREATING COMMUNITIES THAT WORK**

*CDTech is an equal opportunity employer*

## **POSITION DESCRIPTION**

**POSITION TITLE:** Community Engagement Manager - COVID

**HOURS/WEEK:** Non-Exempt position; 40+ hours/week, including evenings and weekends

**REPORTS TO:** Director – Civic Engagement & Community Engagement

**SUPERVISES:** Coordinator, Grassroots Leader Interns (short and longer-term basis)

**POSITION DESCRIPTION:** The COVID Community Engagement Manager (CCEM) will implement a community development programmatic initiative. The CCEM will also work in collaboration with the Civic & Community Engagement Team to strategically align this work to CD Tech's canvassing, capacity building, community building and collective action efforts. The CCEM responsibilities include supervision of a Civic & Community Engagement Coordinator and program interns; cultivating grassroots leadership; implementing large scale grassroots outreach and education efforts; establishing, developing and maintaining relationships with grassroots leaders and community stakeholders; and implementing action-oriented community development activities. Additionally, the CCEM is responsible for overseeing data collection, achieving metrics associated with various engagement strategies and ensures compliance in implementation of funded programs.

**ABOUT CDTECH:** The Community Development Technologies Center (CDTech) mission is to build livable and economically sustainable communities among the neglected and marginalized areas and populations of Los Angeles. Our vision is to innovate, develop, and implement an agenda committed to racial equity and economic justice transforming the social, economic, and political conditions through community self-determination and strategic partnering. With 25 years of experience in South LA, CD Tech combines grassroots participation with strategic policy understanding. CD Tech creates community and economic development programs that incorporate deep insight into the actual needs, desires and capabilities of South LA residents and stakeholders. The COVID-19 pandemic has demonstrated that South LA communities have been disproportionately impacted as a result of decades of systemic racism and disinvestment. Our goal is to inform, engage and empower the community to be able to access resources and help strengthen the social and health safety net for residents in South Los Angeles.

### **ESSENTIAL FUNCTIONS:**

#### **Management, Development and Implementation of Community Engagement COVID Initiative:**

Outreach; recruit; train; build capacity; mobilize grassroots leaders and implement action-oriented community development activities to align to critical elements of CD Tech's strategies.

**Planning, Assessment and Evaluation:** Work collaboratively with Supervisor, other Managers and program staff, to develop program and implementation strategies and work plans to meet both organizational/collaborative priorities and achieve grant deliverables identified within the scope of the position's performance objectives. Assess and approve work plan implementation progress; provide critical feedback and redirect to staff and program interns as needed to meet goals; and, track data and develop progress reports.

**Collaborative Partners:** Develop and maintain working relationships with grassroots leaders, nonprofit/public/private sector partners and institutions including Los Angeles Trade-Technical College, South LA nonprofits; South Los Angeles high schools; and, local small businesses. Support CDTech's leadership role in multiple South Los Angeles collaborations.

**SKILLS/QUALIFICATIONS:**

- Demonstrated experience in designing, developing and implementing community-based outreach, education and engagement projects, gathering and reporting data, achieving deliverables and developing community-based outreach and engagement leadership capacity.
- Bachelor's degree and demonstrated success in community organizing and resident empowerment work or equivalent combination of education and experience.
- Strong training and public speaking skills; confidently and competently representing CDTech in community initiatives and events that support our mission and goals.
- Culturally astute, understands, communicates and works effectively and respectfully across demographics, socioeconomic, language and all other stakeholders that represent the diverse cultures of communities; and nonprofits, public and private partners.
- Effective decision making, develops criteria for making decisions, pros and cons, risks and opportunities for success when making decisions and is able to facilitate the group thinking process by breaking down complex programs and situations.
- Able to use analysis, critical thinking skills, best practice models and data to solve problems.
- Engages teams, is a good listener, synthesizes information and interacts in a positive way to get a solution.
- Ability to create and maintain a positive, effective resident/participant/volunteer experience; manages conflict and tensions and competition; engages participants and staff in a constructive way to resolve conflict; and identifies and advances win-win solutions to improve lives in the community.
- Accountable to results-based leadership development; demonstrated ability to prioritize, set goals and track results in multiple projects/programs/priorities simultaneously, meeting frequent deadlines.
- Sustained availability to work evenings and weekends is required; must have a valid Driver's License and own reliable, insured transportation for local travel.

**PHYSICAL REQUIREMENTS:** Be able to be out in the field, conduct door-to-door, large-scale neighborhood/school outreach including commuting to and from neighborhoods and sites; requires extensive walking, light lifting of boxes and equipment up to 50 pounds, climbing/descending stairs and standing in the targeted areas of South LA and other communities as assigned;

**SALARY RANGE:** \$40,000 - \$49,000

**APPLICATION INSTRUCTIONS:** Please send resume and cover letter via email to [ynunez@cdtech.org](mailto:ynunez@cdtech.org). The subject line should read "Community Engagement Manager: First Name, Last Name."