

JOB POSTING

Community Engagement Coordinator Shared Position with NEHDA & SNCC

Job Posting Dates: **September 15, 2017** through and including **October 2, 2017**

Position is: Full-Time Part-Time Temporary

Workdays: Monday-Friday, some weekends & evenings Hours: 9:00-5:00

Salary w/ full benefits: *Rate Depends on Experience*

Job Summary: The Community Engagement Coordinator (CEC) creates and deepens relationships between individuals and Northeast Hawley Development Association (NEHDA) and Syracuse Northeast Community Center (SNCC) for the purpose of fulfilling each organization's mission as it relates to community engagement.

- Publicizes both NEHDA's and SNCC' programs in person and via media. (30%)
- Identifies volunteer/employment opportunities within NEHDA/SNCC and with neighborhood businesses and organizations and partners them with low-income clients and neighborhood residents. Supervises the *Together We're Better* program and teacher to confirm: client/organization pairings, skills class delivery, mentoring activities, program evaluation activities (30%)
- Coordinates with NEHDA and SNCC leadership the pursuit of fundraising goals for each organization; supports in pursuing grant funding. (20%)
- Manages volunteers and coordinates with staff about any activity related to community engagement including providing quality control. (20%)

Minimum Job Qualifications:

- Bachelor's Degree in Marketing, Communications, or similar field required
- Master's Degree in related field preferred
- Driver's License required
- One to three years of experience in communications field required
- One to three years of experience working with vulnerable and diverse populations required
- Relates well to people of all racial and ethnic groups

In accordance with company policy, an employee must be in his or her current position for at least six months in order to be eligible to apply for a promotion or transfer to another position.

If you are interested in applying for this position, you must submit a resume, cover letter, and a completed *Application* to Sarah Walton, Associate Executive Director of Syracuse Northeast Community Center at swalton@snccsy.org by the deadline date indicated above.