



Community Engagement Coordinator Position Announcement

Job Title: Community Engagement Coordinator

Location: Administrative Office, Santa Rosa, CA

Department: Community Engagement

Supervisor: Community Engagement Manager

Pay Range: \$23/hr - \$28/hr

FTE: 1.0

Exempt Status: Non-Exempt

Job Summary:

The Community Engagement Coordinator at Latino Service Providers (LSP) supports the organization's mission by providing vital outreach, education, and administrative assistance. This role involves data management, outreach coordination, and active participation in community events. The ideal candidate is bilingual (Spanish/English), proficient in G-Suite and social media, and committed to cultural responsiveness.

Job Responsibilities:

Administrative:

- Efficiently manage data, including incoming calls, community resources, and community partner contact information.
- Attend and engage in staff meetings and one on one meetings with supervisor
- Strategically track and deploy teams for outreach opportunities, ensuring effective engagement and impact
- Provide support in preparing monthly, quarterly, or annual grant reports for the Community Engagement Department.

Community Engagement:

- Efficiently coordinate and facilitate LSP Monthly Meetings involving partner organizations.
- Manage content creation, editing, and distribution of LSP's bilingual e-newsletter on a weekly basis, ensuring timely updates and relevant information for diverse audiences.
- Represent organization at community events/resource fairs by staffing resource tables and providing assistance and information to attendees.
- Engage in the identification and active participation of scheduled community events.
- Participate in community meetings or webinars to stay informed about community needs and issues, actively engaging in discussions to contribute insights and perspectives.
- Organize and manage event materials, including inventory and giveaways, ensuring they are prepared and maintained for distribution at events.



Social Media:

- Conduct research, conceptualize, and execute dynamic media content strategies across diverse platforms.
- Offer comprehensive assistance for social media reporting in quarterly, semi-annual, and annual grant reports.

Skills and Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Any combination of education, vocational training and work experience which provides the opportunity to acquire the knowledge and abilities listed. Normally, an Associate Degree (A.A.) in fields related to Community Development, Social Work, Public Health, Communication, or a related field and two or more years of non-profit or outreach work experience will provide this opportunity.
- Possession of reliable transportation and valid California driver's license with verification of current auto insurance with minimum liability coverage
- Bilingual (Spanish/English) required
- An understanding of the needs of Latinx communities in Sonoma County
- Sensitivity and ability to relate to people from diverse lifestyles, socioeconomic levels, and cultures with the ability to provide culturally responsive services
- High standard of confidentiality by demonstrating integrity and discretion in dealing with confidential information
- Advanced computer skills: G-Suite and presentation/marketing software such as Canva or Prezi.
- Advanced social media proficiency
- Effective time management skills
- Strong organizational skills for maintaining files, emails, and grant reporting
- Ability to maintain a flexible schedule to staff occasional weekend and evening activities
- Ability to problem solve both independently and in a team setting
- Ability to actively communicate in both verbal and written format

To Apply:

Please submit your application at the following link: <http://tinyurl.com/LSP-CEC> and include your **resume** and a **letter introducing yourself** as an attachment to the application.