Community Engagement Coordinator Position

Position Title: Community Engagement Coordinator
Reports: CEO
Location: Remote with field time within Baltimore-Washington DC area
Position Type: Full-time, exempt position

We are looking for a Community Engagement Coordinator to join our team! Are you creative, a self-starter, and good at building relationships with community partners? Do you have experience with fundraising and communications? Do you have strong writing skills and enjoy public speaking? If so, we encourage you to apply! Please read the job description in its entirety before applying.

ABOUT THE ORGANIZATION: Founded in 2019, AfriThrive is a 501(c)(3) organization dedicated to building vibrant and thriving African immigrant and minority families, and strong communities, through increased access to culturally appropriate healthy foods, youth skills development, and economic opportunity. Our programs and services are designed to disrupt the cycle of spending trade-offs between food and other critical necessities that perpetuate food insecurity. By taking an integrated and holistic approach to pair food with other critical social determinants of health interventions, AfriThrive seeks to increase family stability. For more information regarding AfriThrive, please visit www.afrithrive.org

POSITION SUMMARY: Reporting to and working closely with the CEO, the Community Engagement Coordinator (CEC) is responsible for engagement with community members and partner organizations and driving fundraising campaigns. The ideal candidate is a high performing self-starter and motivated individual with a passion to end hunger and is comfortable interacting with a wide array of people and groups in the community. In our start-up environment, the position is ideal for someone looking to learn and grow with the organization. Greater Baltimore-Washington DC area resident preferred.

Position Responsibilities

• Work directly with the CEO to cultivate community partnerships and fundraising opportunities.
• Collaborate with team members to create development systems for donor prospecting, solicitation, and stewardship from an array of partners, including individuals, corporations and foundations that support our mission.
• Support Community Ambassadors program; train and organize program participants to engage with elected officials, system partners and community stakeholders.
• Meet with community members, volunteers, agencies, organizations, partners, and stakeholders both informally and via presentations, represent AfriThrive in local meetings, and create outreach tools to increase community engagement.
• Write newsletters, social media posts, and other communications to promote and inform key audiences about AfriThrive’s work and how community “champions” can support immigrant families.
• Recruit, train and supervise volunteers involved in community engagement and special events. Serve as the point of contact at AfriThrive with the local community, faith groups and other community stakeholders.
• Develop concept, manage event plan and budget, coordinate volunteers & vendors, supervise logistics, debrief/report after the event, etc.
• Other tasks that arise to further the efforts of AfriThrive’s community engagement efforts.
• Enhance professional expertise through membership in relevant professional organizations and training opportunities.
• Other duties as assigned.

Required Qualifications

• Bachelor’s degree and 4+ years of experience in non-profit sector related position, including previous experience in fundraising, communications, or advocacy.
• Proven ability to network with community resources, build relationships and create community partnerships.
• Ability to lead a successful fundraising campaign or experience with peer-to-peer fundraising.
• Strong understanding of and or working experience with the African immigrant community.
• A flexible work schedule, with some evenings and weekend hours required.
• Excellent verbal and written communication skills.
• Strong organizational, planning, and time management skills.
• Excellent interpersonal skills and cultural sensitivity to work in a variety of settings with diverse persons and communities.
• Ability to facilitate meetings with key community stakeholders and other service providers.
• Ability to coordinate multiple projects/tasks simultaneously in a small work environment.
• Excellent tech skills, including Microsoft Office and Google; familiarity with Canva a plus.

Compensation & Benefits

This is a regular, full-time (40 hours/week) salary, exempt position. The salary range for this position is $50,000- $60,000. Benefit packages include health insurance (medical, dental, and vision), and paid vacation, holiday, and sick leave. Due to the COVID-19 pandemic all AfriThrive employees are currently working remotely but being physically present in the office may be a requirement in the future.

How to Apply

If you are interested in this position, please email your letter of interest, resume, and contact information of three professional references to info@afrithrive.org. Please include Community Engagement Coordinator (CEC) on subject line. Applications will be accepted on a rolling basis with priority given to applicants that apply by December 15, 2022, 11:59 pm EST.

Shortlisted candidates called for an interview will be required to submit a writing sample.

Equal Opportunity Employer: AfriThrive is an equal opportunity employer. We strongly encourage applications from people of color, immigrants, bilingual and bicultural individuals. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.