



## COMMUNITY ENGAGEMENT & RESOURCE MANAGER JOB DESCRIPTION

**Position Title:** Community Engagement Manager

**Category/FLSA Status:** Full-Time, Exempt

**Supervisor:** Senior Director of Staff Development

**Supervises:** Interns and Volunteers

### **Position Summary:**

The Community Engagement & Resource Manager is responsible for program resource development, best practice support in service delivery, facilitation of community and client presentations to build awareness on Girls Inc services and research development on trends, and community needs. Focus area is mental health experience.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### **Program Administration:**

- Tracks and manages resource development plan, working with program leadership.
- Research students' changing developmental needs to stay informed on best practices, specifically related to wellness and mental health needs.
- Develop and maintain program resources to support direct service providers within the program department.
- Assess communities periodically to ensure relevancy.
- Meet periodically with program teams to coordinate needs with resources in the community.
- Collaborate with Data Staff to research and analyze community needs.
- Provide presentations to communities, nonprofit partners, families, and additional program stakeholders on Girls Inc program services.
- Collaborate with Volunteer Manager to assess program service needs.
- Assist and determine the need to create community coalitions to advocate for participants.
- Initiate and cooperate in inter-agency collaborative efforts; serve as an advocate for participants.
- Inform supervisor and other necessary staff of concerns, needs, and trends.
- Collect agency-required paperwork on program & community participants; submit accurate and timely reports.
- Facilitate speaking engagements when assigned.
- Lead special projects and initiatives as assigned.
- Meet programmatic goals and deadlines as set by agency leadership.

### **Staff and Volunteer Supervision:**

- Supervise assigned interns and volunteers.
- Utilize volunteers in program delivery; ensure volunteers receive appropriate training; assess and recognize volunteers' efforts.
- Encourage staff and volunteers to be creative and innovative; inspire and motivate them to explore new and different approaches to keep programs flexible and responsive.

### **Agency Mission and Goals:**

- Understand and support the mission of the organization; commit to elevating mission effectiveness.

- Represent the agency with professionalism, integrity, and a commitment to excellence at all times.
- Participate in goal-setting for program objectives, strategies, and tactics.

**Related Agency Activities:**

- Participate in periodic assessment of own performance; develop professional goals and objectives.
- Participate in staff meetings and conferences; work collaboratively with staff to meet goals.
- Participate in fundraising and volunteer engagement events as directed.
- Engage in approved continuing education opportunities as appropriate.
- Share the duties of answering phones and greeting guests.
- Serve as an ambassador for the agency.

**Minimum Qualifications:**

- Bachelor's degree, with courses in social work, psychology, and/or sociology; experience in mental health, SEL and/or case management preferred.
- Work experience in youth services or related field, which includes some experience in supervision, administration, curriculum and program development, and community relations.
- Skill in working with diverse clients, staff, and communities; ability to facilitate cooperative work.
- Ability to communicate with youth and foster their involvement and participation in program planning, problem solving, and decision-making.
- Ability to develop, implement, and coordinate multi-faceted programs that are responsive to participants' needs and interests.
- Ability to inspire, stimulate, and encourage creativity and innovation.
- Knowledge of Microsoft Office programs.
- Ability to work some evenings and weekends.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver's license.

**Preferred Qualifications:**

- Bilingual in Spanish.
- Master's degree in related field.

**Physical Requirements and Work Environment:**

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with program participants. Work is typically performed in an office or classroom setting, and may involve standing, stooping, bending, and walking. However, the agency will make accommodations when necessary. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

**Equal Employment Opportunity:**

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.