



Manager of Community Engagement

About McKees Rocks Community Development Corporation:

Our Equitable Vision – McKees Rocks Community Development Corporation (MRCDC) envisions a Sto-Rox where places serve people and support community growth, and where systemic oppression is replaced with empowerment. We foresee an equitable, liveable, safe, creative, and thriving community; one that inspires its residents, entrepreneurs, and visitors.

Our Inclusive Mission – The mission of MR CDC is revitalization; we work with the Sto-Rox community to foster inclusive and equitable economic growth, generational wealth building, affordable housing, commercial development, and creativity.

Essential Duties & Responsibilities

- Coordinate the continued implementation, growth, and oversight of a community engagement and organizing strategy centered around the MR CDC Ambassadors
- Manage a team of paid resident Ambassadors who assist in community engagement and outreach activities.
- Cultivate Ambassadors as Thought Leaders for the community and effective communicators to educate residents
- Have strong knowledge and belief in the overall organization, mission and project work, including those done in partnership with others including Grow Sto-Rox and Choice Neighborhoods
- Review and evaluate engagement systems and activities and work with Executive Director, Ambassadors, and community partners to enhance systems where appropriate to continually improve effectiveness.
- Provide opportunities for early involvement and meaningful voice in identifying community needs and shaping solutions.
- Make use of training, one-on-one interviews, small group meetings, site tours, events, and other techniques to facilitate the engagement of residents in taking initiative to solve community problems and elevate their informed voice.
- Ensure the needs of culturally and economically diverse communities in Sto-Rox are met and identify and remove barriers to participation.
- Work consistently to understand and nurture meaningful connections and relationships in the Sto-Rox community.
- Maintain accurate records and prepare reports related to program activities and finances

- Work with Manager of Operations to manage expenditures, reimbursements, and stipends related to Ambassadors and Engagement budget in a timely manner
- Work with Executive Director to develop program budget
- Communicate program needs internally to staff and board on a regular basis to ensure organization remains up to date on strategy and programmatic work and can provide necessary support to Ambassadors and Engagement staff
- Assist in delivering information to a variety of audiences through the spectrum of communication systems, such as social media, mailed newspaper, radio, community presentations/booths, marketing materials, press releases, and more.
- Report directly to the Executive Director.

Qualifications

- Minimum of five (5) years of related professional work experience.
- The ability to translate complex community subjects into language easily comprehensible to non-specialists.
- Outstanding written, oral, and interpersonal communications skills
- Flexibility and poise in dealing with a diverse set of individuals.
- Highly motivated, self-directed, with ability and judgment to take initiative and work independently.
- Ability to effectively accomplish complex, multiple tasks simultaneously.
- High level of proficiency in Google Suite of tools and Microsoft Office (Word, Excel, PowerPoint, Outlook).
- High level of proficiency in meeting administration, setup and management using tools such as Doodle
- Excellent organizational and records management skills
- Skill in writing for a variety of audiences.
- Must be able to provide ACT 33/34 clearances
- Interpersonal skills to facilitate work with a wide range of individuals and groups from culturally diverse publics
- A desire to learn and constantly update knowledge of engagement techniques and methodologies

Salary and Benefits

Salary: \$45,000 to \$55,000 depending on experience, demonstrated skills, and relevant education.

Benefits include: MRCDC offers a benefit package including Paid Time Off, a monthly Health Insurance allowance, 401K plan, and flexible work scheduling.

To Apply

Position: Manager of Community Engagement

Reports to: Executive Director

How to apply: Please prepare a relevant cover letter and full resume attached to an email with the heading: Community Engagement. Send email to: office_admin@mckeesrocks.com.

Deadline date: March 14, 2023

Location: McKees Rocks Community Development Corporation, 701 Yunker Street, McKees Rocks, PA 15136

Please understand we cannot accept phone calls regarding the position; however, all applications will be acknowledged as received.

McKees Rocks Community Development Corporation is an equal opportunity employer.