

Role Title: Community Engagement and Inclusion Coordinator
Facilities: Downtown Youngstown's Park (*Great Lawn, Community Alley*), Covelli Centre and Youngstown Foundation Amphitheatre
Reports To: Community Engagement and Inclusion Initiative Committee
Pay: Subcontractor / paid in monthly increments

Role Description

Under the direction of the Community Engagement & Inclusion Initiative Committee, is responsible for planning and administering specific programs, projects and events. Such events will be referred to as 'Community Engagement and Inclusion Coordinated Events or 'CEIE'.

- Serves as the Event Coordinator on CEIE's at the Facilities.
- Leads community engagement efforts.
- Assists in developing event and program marketing and outreach via the City of Youngstown and JAC Management.
- Communicates programs, projects and event status and information to the Community Engagement and Inclusion Initiative Committee.
- May supervise employees assigned to the respective programs, projects and events.
- Performs other related duties as assigned.
- This position is full-time, will require evening and weekend work.

Essential Duties and Responsibilities

- Under the direction of the Community Engagement and Inclusion Initiative Committee, is responsible for coordinating on-site aspects of specific programs, projects and events (CEIE's) relating to the Facilities.
- Solicits and utilizes community feedback to create sustainable programming and built improvements while coordinating with JAC and other municipal partners.
- Plans and executes all events pertaining to community development.
- Liaises with the Community Engagement and Inclusion Initiative Committee and JAC Management Group to host quality of life events and seasonal programming for residents of the community.
- Assists JAC Management Group (primarily responsible) with the coordination of the calendar of events for the Facilities.
- Establishes and measure outreach and programming outcomes for continuous improvement.
- Through a race, equity and inclusion lens, leads and advances community engagement.
- Assists the City of Youngstown and JAC Management Group in planning, scheduling, and distributing a calendar of events and an e-newsletter for the facilities.
- Provides residents with access to the facilities, resources, technical assistance and support.
- Develops and maintains partnerships with organizations whose primary function is to provide resources and support to the community members.
- Works closely with City Council, Youngstown businesses, property owners and stakeholders, individual groups or organizations who are interested in using the facilities for activities and special events.
- Coordinates traditional media and social media for CEIE's for the City of Youngstown and JAC Management Group.
- Serves as on-site manager during all CEIE's to ensure that the scheduled events take place without major incidents.
- Performs other related duties as assigned.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- A High School Diploma or GED is required.
- A Bachelor's Degree from an accredited four-year college or university is preferred
- Two (2) years of full-time, paid, progressively responsible experience in a program administration is required.
- Two (2) years' experience with community engagement and organizing.
- Must be able to lift and carry thirty pounds.
- A valid Driver's License is required; access to a vehicle, local travel required.
- Experience developing partnerships and working with government, philanthropic, non-profit organizations, educational institutions and grassroots community groups.
- High level of professional ethics.
- Previous attendance or willingness to attend Race, Equity and Inclusion (REI) Training led by the Racial Equity Institute, LLC. before official start date of employment.
- Bilingual language skills are desirable.
- Must own computer/laptop to be able to receive and send emails, write reports etc.
- Must be a resident of Mahoning County, OH.

Knowledge, Skills and Abilities

- Ability to develop relationships with organizations and resident groups.
- Ability to work well with others and under the direction of designated supervisor.
- Ability to maintain confidentiality.
- Effective verbal and written skills.
- Excellent attendance and punctuality.
- Ability to work a flexible schedule that includes emergency responses, late evenings, weekends, and holidays.
- Equally proficient working autonomously or as a part of a team.

Please send all resumes to CAREERS@JACMG.COM by January 25, 2019 5:00pm EST