

**Role Title:** Community Engagement and Inclusion Coordinator  
**Facilities:** The Raymond John Wean Park Complex (*Great Lawn, Community Alley*),  
 Covelli Centre and Youngstown Foundation Amphitheatre  
**Programs, Projects and Events:** **Community Engagement and Inclusion Events (CEIE)**  
**Reports To:** Community Engagement and Inclusion Committee & JAC Management Group  
**Pay:** Subcontractor / paid in monthly increments

**Role Description Summary**

Under the direction of the Community Engagement & Inclusion Committee, this position will ensure the Facilities is an inclusive environment whose events, programming and activities are created and reflective of ongoing engagement with residents and represents the diversity, including but not limited to race, ethnicity, nationality, religion, socioeconomic status, education, marital status, language, age, gender, sexual orientation, mental or physical abilities of the neighborhoods of the City of Youngstown. The CEIC will ensure the Facilities affordability, diversity and equity – fair treatment, access, opportunity and advancement while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups in events, programs and activities. The CEIC will also ensure the flexibility to accommodate different scales and type of events.

- This contract position will require evening and weekend hours.

**Essential Duties and Responsibilities** Under the direction of the Community Engagement and Inclusion Committee, this position:

- Plans and executes events held in the Facilities
- Coordinates, from interest to execution, community stakeholder events held in Wean Park.
- Liaises with the Community Engagement and Inclusion Committee and JAC Management Group to host quality of life events and seasonal programming for residents of the community.
- Encourages organic participation and use of the Facilities.
- Engages the surrounding community through direct face to face, phone and electronic means, including surveys.
- Serves as on-site manager during all CEIE's to ensure that the scheduled events take place without major incidents.
- 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 Committee.
- Supervises employees assigned to the respective programs, projects and events.
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- Solicits and utilizes community feedback to create sustainable programming and built improvements while coordinating with JAC and other municipal partners.
- 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.
- Establishes metrics to ensure outreach and programming outcomes for continuous improvement.
- Through a race, equity and inclusion lens, leads and advances community engagement efforts.

- Provides residents with access to resources, technical assistance and support sustained use of the Facilities.
- 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.
- Performs other related duties as assigned.

### **Qualifications**

*We recognize that an individual's lived experience is a valued skill set and that people gain skills through various experiences. When reviewing applications, we take a broad look at the experience of each applicant. That said, we are most likely to be interested in applicants who demonstrate the following 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 program administration.
- Two (2) years' experience with community engagement and organizing.
- 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.

### **Requirements**

- Ability to work a flexible schedule that includes emergency responses, late evenings, weekends, and holidays.
- Must own computer/laptop to be able to receive and send emails, write reports etc.
- Must be a resident of Mahoning County, OH.
- A valid Driver's License is required; access to a vehicle, local travel required.
  
- Ability to implement efficient processes to manage front-line work.
- Ability to represent the City of Youngstown, JAC Management and The Raymond John Wean Foundation in a professional manner.
- Demonstrate a high level of integrity, a keen sense of discretion and confidentiality when handling sensitive materials and issues.
- Clear, effective communication skills, verbal and written.
- Ability to interact amid a diverse community.
- Basic computer skills - Microsoft Office 365 Outlook, Word and Excel with the capacity to learn online collaboration and meeting/event platforms.
- Ability to develop rapport and maintain relationships with organizations and resident groups.

- Thrive in a work culture that values diversity, racial equity and belonging.
- Plan ahead and work within deadlines.
- Ability to play well with others, pitch in whenever needed and work autonomously while under the direction of designated supervisor.
- Energized by being a part of a team and supporting larger efforts for the good of the community.
- Demonstrate self-awareness relative to strengths and weaknesses. Pursue training and development opportunities to continuously build knowledge and skills and share expertise with others.
- Excellent attendance and punctuality.
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### **Physical Demands**

- Frequently requires standing; walking; and kneeling.
- Requires the ability to lift or carry; push or pull, or otherwise move objects up to 30 pounds.
- Requires the ability to ascend or descend stairs.

**Please send all resumes and cover letters to [CAREERS@JACMG.COM](mailto:CAREERS@JACMG.COM) by Monday, October 18<sup>th</sup>, 2024 at 10AM**