



Together, building a stronger community

JOB ANNOUNCEMENT

Community Engagement Manager

Located in Concord, CA, Monument Impact (MI) seeks a full-time, bilingual (Spanish/English), empathetic and self-motivated individual to join the MI team to manage programs that engage Monument residents in building a healthy and vibrant community. This is a unique opportunity during very unsettling times to make a significant difference in the lives of our predominately low-income, immigrant community.

We are looking for an experienced manager and community organizer who can support and engage the community by building their leadership skills to advocate for equitable policies and programs that will improve the well-being of all Monument residents, including immigration, housing, health care access and more.

About Monument Impact

Monument Impact's vision is to empower people to build a strong and vibrant quality of life. Our mission is to engage with the community to provide training and tools in order for people to become economically self-sufficient, healthy and safe, civically engaged, connected to each other, and committed to lifelong learning.

Since 2001, Monument Impact has addressed the needs of the Monument community of Concord, which is largely comprised of low-income immigrant families and people of color. The Monument Corridor makes up a small portion of the City of Concord, and yet contains more than 40,000 people--approximately 1/3 of the City's population. The area is more than half Latino and about 50% of residents speak a language other than English at home. Monument residents have limited access to resources and services relative to the rest of Concord. Increasingly, we also serve residents throughout Contra Costa County who seek the services we provide through our Workforce Development, Healthy Community and Resident Engagement programs.

Job Summary

Reporting to the Program Director, the Community Engagement Program Manager engages our local residents in key programs and helps develop their capacity as leaders. The Manager will implement program activities designed to provide the tools and education for local residents to be active participants in building the future of this diverse community. S/he will collaborate with other staff to ensure that specific outcomes are met in line with program objectives and that the community's interests are actively represented in advocacy efforts and future programs. The successful candidate will enjoy building relationships with diverse constituencies, partners and stakeholders.

Areas of Responsibility

- Leadership Development: (approx. 45%)

- Help develop leadership curricula and implement trainings for community members and staff
- Develop opportunities for residents to meet with key advocates, service providers, and community leaders
- Represent community needs at different partnership committees and advisory meetings
- Engage community members in campaigns identified by residents
- Connect residents with regular leadership opportunities such as advocating with policy makers, speaking to the media, and facilitating meetings

- Program Management (approx. 55%)

- Create detail-oriented program plans, outlining deliverables and timelines, and utilizing time effectively
- Ability to efficiently prioritize and juggle multiple programs at the same time
- Have proven track record of success under challenging circumstances keeping goals in mind.
- Manage programs by delivering goals, appropriately facilitating effective teamwork, and providing regular updates to Program Director on the progress of each program
- Work in collaboration with the Community Engagement Coordinator to support maintenance of the program's Salesforce database to ensure accurate data and support the writing of timely reports
- Other duties as assigned by Program Director

Qualifications

- Bachelor degree required, ideally in education, sociology, social work or business
- Commitment to equity, social and economic justice and bottom-up social change
- Minimum three years' experience in supervision, developing leaders, managing programs and program budgets; community organizing experience is ideal
- Bilingual (Spanish/English) is required with excellent communication skills, written and verbal, in both Spanish and English
- Proven success working in an underserved, multi-cultural environment and ability to build strong working relationships with diverse groups of people
- Ability to guide, direct, and support others to advocate for equity and inclusion
- Confident and creative thinker with outstanding management and time skills
- Ability to set boundaries and work in a fast-paced environment
- Demonstrated ability to track program outcomes and other participant data
- Computer proficiency in Outlook, Word, Excel and PowerPoint; experience with Salesforce or another database program is ideal

Compensation and Benefits

- This is a full-time, exempt position
- Compensation is commensurate with experience
- Benefits include medical, dental and vision, paid holidays and vacation.

Application Process

Qualified applicants should submit a resume and cover letter to info@monumentimpact.org with the Subject Line: Community Engagement Manager.

Monument Impact is an Equal Opportunity Employer