

Job Title	Community Engagement Coordinator
Employer/ Agency	Houston Food Bank
Job Description	<p>The Community Engagement Coordinator is responsible for coordinating neighbor and partner engagement efforts to build awareness and utilization of Houston Food Bank (HFB) services. Based on strategies provided by the Community Engagement leadership, this role determines the best methods to engage specific populations and neighborhoods where HFB can serve the community. The Community Engagement Coordinator will lead efforts to ensure that HFB captures and engages residents and neighbors to support advocacy work and provide feedback on HFB services. In addition, the Community Engagement Coordinator will participate in community meetings and activities, develop and manage community collaborations, and will need to understand the impact of current HFB programming.</p> <ol style="list-style-type: none"> 1. Reliable, consistent, attendance is a requirement. This position requires punctuality and dependable attendance to meet the needs of the business, including attending and taking part in meetings and presentations. 2. Coordinates with the Community Engagement team to strategically implement outreach and engagement efforts within HFB's service area. 3. Assists with implementation of committee-led projects within HFB programs, the community, and partner agencies. 4. Researches and understands the larger HFB community, leaders, resources, and needs. 5. Attends all meetings for Community Engagement and HFB as required. 6. Works with other departments and staff on projects, to supply information, offer support and updates, and represent the Community Engagement department. 7. Builds systems and processes that keep HFB staff and programs updated on trends in the community and community feedback (Ex: Team Newsletter or Update Bulletin). 8. Initiates and mobilizes connections from the community to internal Houston Food Bank programs and staff. 9. Learns and utilizes information about HFB programs including but not limited to eligibility, enrollment, distribution, and other policies and procedures that impact partners and the community. 10. Collaborates with internal staff to effectively address where to direct community members and partners for assistance and resources. 11. Follows through in providing requested information to and from community partners. 12. Builds and maintains resources that spotlight HFB's programs in a way that meets the needs of multiple audiences. 13. Collaborates with HFB Government Relations team and other HFB programs to engage neighborhoods and clients. 14. Supports and at times, leads, the neighborhood engagement efforts so that resident groups can be formed to support advocacy efforts in partnership with HFB's Government Relations department. 15. Intentionally grows, engages, and maintains relationships with residents

	<p>so that HFB can help ensure that factual lived experiences are shared with diverse audiences. For example: Mobilize clients to help share stories with HFB's Marketing and Communications department or speak about neighborhood experiences in front of HFB Board members during community highlights.</p> <ol style="list-style-type: none"> 16. Tracks appropriate metrics and provides them to the Community Engagement Supervisor. 17. Supports, enters, and tracks necessary metrics in software management tools, and gathers qualitative data as projects or grants require. 18. Provides support to other team members with relevant tasks and contributes to the problem resolution on different projects. 19. Attends relevant meetings, adheres to deadlines, and participates as a vital member to collectively advance organizational, departmental, and team-level objectives.
Qualifications	<p>Education/Experience:</p> <ul style="list-style-type: none"> • Bachelor's degree from an accredited college or university in project management, public administration, public health, social work, nonprofit management, business, or closely related field. • 2-3 years of community outreach and engagement experience • Bilingual in Spanish and English preferred
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://tinyurl.com/mw68fp5v
Opening Date	Immediately

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