**Title: Community Engagement Manager**  
**Principal Work Location:** Coatesville, PA  
**Reports To:** Rector  
**Number/Type of Employees Supervised:** none

**Pay Rate:** $18 to $20 per hour, 8 hours weekly

**INTRODUCTION**

Episcopal Church of the Trinity in Coatesville cares deeply about our relationship with the community, both internal and external. We’re seeking a Community Engagement Manager to help us maintain and nurture these relationships in our community and beyond.

Our ideal team hire will have excellent organizational, communication, and writing skills, but also the ability to foster positive relationships with both individuals and organizations. You’ll be the principal ambassador for Trinity, often speaking internally and publicly – delivering the congregation’s vision within the local community.

**JOB INPUTS**

* Cultivates relationships with leaders of public and private institutions and agencies, non-profit agencies, city governments, etc. by sharing Trinity’s mission and capabilities
* Manages strategies for engagement of people (both within the church and the wider community) in opportunities to support Trinity’s community goals.
* Attends relevant events and activities to represent Trinity and build strong relationships with key community members
* Designs and manages community engagement services, experiences and initiatives.
* Represents Trinity with a variety of community, advocacy, and policy organizations
* Raises financial and material resources and recruits/supports volunteers in implementing Trinity’s engagement opportunities.
* Manages implementation of episodic group volunteer experiences that support community goals and the goals of corporate partners. Includes oversight assigned elements of project management.
* Organize community outreach programs and coordinate special events that promote products, services, or ideas of the company
* Draft and distribute various communications that promote the company, as well as individuals or groups within the company
* Responds to inquiries from community members and other interested parties – when needed, recruit a knowledgeable spokesperson or information source to assist
* Manage social media content plans and virtual groups to enhance the online profile of Trinity
* Updates Trinity’s website with events that the community may find engaging
* Updates Trinity’s physical outdoor sign at least monthly
* Perform all other duties and special projects as assigned

**QUALIFICATIONS**

* Bachelor’s degree preferred or equivalent work experience in human services, social impact design, development, marketing, social work, public policy or related field required.
* Minimum two years’ experience in volunteer management, social impact design, corporate community relations, project management, community organizing or other related areas required; three years’ experience preferred.
* Proficient in various desktop tools including MS Office Programs and office technology and equipment.
* Proactive, organized approach to multitasking and prioritization
* Effectively manages time and consistently meets deadlines with some guidance from manager
* Demonstrates accuracy, thoroughness and effectiveness in work
* Demonstrates attention to detail and commitment to doing quality work
* Adjusts quickly to new or changing assignments, processes and people
* Displays professionalism and remains composed when faced with challenges
* Learns from experience; modifies behavior to be more effective
* Strong customer focus in all tasks and activities, even while at times under pressure.
* Solid relationship management skills enhancing internal organizational relations and external community interactions.
* Strong verbal and written communication skills
* Strong interpersonal and customer service skills
* Gathers, clarifies, and applies information to provide timely and effective responses to the needs of both internal and external customers
* Works independently or with others within own area or department to achieve team goals
* Applies emotional intelligence in responses and reactions
* Demonstrates consistency between words and actions
* Listens openly and carefully to others’ ideas and suggestions; respects opposing points of view
* Consistently earns trust, loyalty and respect of others

**OBJECTIVES OF THIS ROLE**

* Develop a strategy to build and maintain programs and activities that will have a positive impact on the community
* Build and maintain relationships with members of the community, key individuals, and other organizations
* Serve as a key point of contact for neighboring businesses, institutions, and communities
* Be the principal ambassador for the organization, with responsibilities for delivering the company’s vision within the local community