



509 E Radburn Street, Tucson, AZ 85704
www.economicintegrity.org
Phone (520) 250-4416

JOB TITLE: Community Engagement Coordinator

REPORTS TO: Executive Director

HOURS: 5-10 hrs. per week \$20.00 per hr. – Flexible to meet the needs of various ongoing projects and initiatives

FLSA STATUS: Non-Exempt

Description and Job Summary:

The Center for Economic Integrity (CEI) is a nonprofit advocacy organization whose mission is to build economically strong communities for all and oppose unfair corporate and government practices. CEI provides coordination and leadership for a broad-based state-wide consumer coalition (Arizonan's for Responsible Lending), a high-quality early learning coalition (The Preschool Promise) and a kinship families member organization (Arizona Grandparent Ambassadors). CEI conducts research as part of a Southwestern Regional Rural Policy Network, provides technical assistance to other nonprofits on a project by project basis and collaborates with National partners on a wide variety of federal issues. CEI works with contractors on various economic development and consumer projects when funded to do so.

The Community Engagement Coordinator will assist the Executive Director and the Communications Director/Comptroller by actively engaging in community outreach within CEI's project areas including:

- 1:1 constituent/stakeholder outreach
- Assist with stakeholder focus groups
- Attend coalition meetings
- Work with board and volunteers to create and maintain a robust social media presence
- Assist with advocacy project evaluation
- Gather data and information related to ongoing advocacy in partnership with community members, stakeholders and people directly impacted by policies,
- Identify emerging policy windows of opportunity and community policy needs

The successful candidate will be a mature individual who is comfortable engaging directly with the public, who thrives in a collaborative environment, works at a self-directed pace, is disciplined, detail and results-oriented, sets and meets high standards, who demonstrates high-level communication and organizational skills. Bi-lingual English/Spanish speaking skills preferred. Although the Center has a physical office, our infrastructure is digital, and most work will be performed remotely.

Duties and Responsibilities:

- Create and execute a community engagement plan for active project areas
- Act as the primary contact for social media outreach activities and information campaigns
- Work with CEI staff to create advocacy evaluation processes
- Meet directly with impacted community members
- Co-facilitate stakeholder focus groups as needed

- Track and report on community engagement activities
- Provide logistical support for special community events
- Provide administrative support as needed for CEI-managed coalitions and projects
- Other duties that fit into the classification of community engagement as assigned

Knowledge Skills and Abilities:

- ✓ Familiarity with web-based office environment tools such as Google Workspace (Drive, Docs, Forms, etc.) and Listservs
- ✓ Familiarity with social media platforms
- ✓ Proficiency with basic graphic editing
- ✓ Proficiency with Microsoft Office Software Suite (Word, Excel)
- ✓ Strong writing, editing and proof-reading skills
- ✓ Ability to collaborate in an online environment
- ✓ Ability to function with minimal supervision

Minimum Qualifications:

- Bachelor's degree
- Two years' or more experience in a similar work environment
- Ability to meet above knowledge, skills, and abilities
- Bi-Lingual (Spanish/English) preferred
- Must have a minimum of three professional references

Note: A combination of relevant education and professional experience may be considered in lieu of degree.

Physical Environment Conditions:

CEI has a small administration office however the successful candidate will have the ability to execute the bulk of duties and responsibilities remotely, using an online office environment with web-based communications, applications and teleconferences.

This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

The Center for Economic Integrity is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees, contractors and applicants for employment without regard to race, color, creed, religion, gender, gender identity, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital or family status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

To apply for this position, please submit a cover letter, resume and (3) letters of recommendation via email to: kelly@economicintegrity.org