



Community Engagement Specialist

Job Purpose:

Responsible for directly engaging with individuals and communities (in person, virtual, events, groups, etc. to raise awareness of programs & resources on behalf of the Klondike Smokey City CDC. by providing support through small interventions, attending community events, and building relationships with local organizations and community partners.

Goals and Objectives:

- Develop strong relationships with the Klondike communities and community members in order to connect groups/individuals to relevant programs and services.
- Increase positive brand awareness of by using the Market plan established by management.

Duties and Responsibilities:

- Represents Klondike Smokey City in the community and networks with other agencies and partners to identify resources where appropriate.
- Works with individuals, families, and groups to provide outreach, support, individual and group interventions, in the community
- Maintains a positive, ethical, and professional working relationship with community, government agencies, and other professionals.
- Works closely and collaborates within a team-based model to ensure effective and efficient delivery of relevant information. Which includes, all social mediums, Includes telephonic and video and including face-to-face contact. Travel as required for community engagement activities.
- Develops and provides presentations to community groups on the different program offered by the organization.
- Participates and contributes to departmental meetings, team huddles, rounds, and other meetings, as needed, to ensure cohesive department operations.

- **OTHER FUNCTIONS:**

1. Performs additional functions (essential or otherwise) which may be assigned.

TYPICAL PHYSICAL DEMANDS: Must be able to communicate clearly both verbally and in writing. Requires the ability to operate general office equipment such as a personal computer and telephone. Requires the ability to operate automobile to drive to various meetings or facilitates. Requires some lifting, bending, crouching, and carrying objects such as office supplies.



TYPICAL WORKING CONDITIONS: Majority of work is performed in a office environment. May be exposed to various temperatures, odors, fumes, noise or unpleasant surroundings while at meeting and neighborhood activities. Frequently travels throughout the Community to various locations. Must be able to work various shifts, weekends, overtime, and holidays.

- **MINIMUM QUALIFICATIONS:** College Degree in Business Administration, Communications or equivalent and Three (3) years' experience in coordinating and developing neighborhood and community enhancement programs or events; or any combination of experience and training which enables one to perform the essential job functions. Must possess and maintain a valid driver's license as condition of continued employment.

Deadline: January 15, 2023
Contact: Quincey Morris
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