

Job Title: Community Engagement Coordinator

Reports to: Executive Director

Status: Full-time, Exempt

Location: Des Moines, IA

Position Summary

Under the direction of the Homeward Executive Director, this position is responsible for planning and executing engagement with people who have lived expertise in homelessness and housing insecurity as well as establishing community connections with homeless services providers, nonprofit organizations, and government partners. Additionally, this role plans and implements the communication efforts for Homeward.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Model and incorporate Homeward's foundational beliefs of community collaboration, equity, and housing first throughout daily work and projects.
- Manage Homeward's lived expertise partnership including Board members with lived expertise, and other committee or community connections.
- Facilitate the lived experience Youth Action Council. Build relationships and create supportive mentorship for the Council. Provide administrative support, manage financial payments to the YAC, and track payments.
- Plan and implement internal and external communications. Manage the Homeward brand and create graphic design. Facilitate the Homeward Communication Committee including leading meetings and creating agendas.
- Plan and implement digital media including website and social media management and content creation.
- Facilitate messaging and strategic communications as well as communications planning for Homeward.
- Write and distribute press releases and assist the executive director in interviews and storytelling around Homeward's mission.
- Facilitate community youth homelessness prevention work or other system-wide aspects of Youth Homelessness Demonstration Project Coordinated Community Plan. Bringing together diverse stakeholders for community meetings, planning agendas,



Strategic Partnerships Toward Ending Homelessness

managing partnerships, planning events, and ensuring a continued spirit of collaboration to support youth in the community.

- Collaborate with the Homeward's Grant and Program Coordinator as needed in completing grant applications.
- Work in partnership with the Homeward Board and staff to provide a calendar of training for Polk County homeless system providers on best practices and new learnings.
- Outreach/building bridges with community members and organizations by representing the Homeward brand.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree from an accredited university in Social Work, Communications, Public Administration, Public Policy or related field, or equivalent experience. People with lived expertise are encouraged to apply.
- Commitment to improving the housing situation of people experiencing housing instability, particularly those experiencing or at-imminent risk of homelessness.
- Strong project management skills, including the ability to manage multiple projects and deadlines independently.
- Strong communication skills, including group facilitation skills, the ability to communicate verbally and in writing with diverse constituencies.
- Experience with communication, digital, social media, and media. Use of Wix website platform and Canva is preferred.
- Ability to manage teams and collaborate effectively with people who have lived experience, Youth Action Council, diverse constituencies, community-based organizations, and public systems.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Some local travel for meetings and technical assistance will be required

Compensation Range: Annual Salary \$56,000 - \$66,000

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

Reviewed with employee by:

Signature: _____

Name and title: _____

Date: _____

Received and accepted by:

Signature: _____

Name and title: _____

Date: _____

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.