



rev. 04/2023

Job title: Community Engagement Director

Agreements: 40 hours per week / W2 salaried at \$67,000

Position Overview

As RJC's Community Engagement Director I seek to engage thousands of Black community members, gather information, and identify specific needs, wants, and dreams to inform RJC's advocacy. I oversee operational and logistical elements regarding community field organizing. I lead the Every Black Voice Campaign which utilizes approaches of community engagement such as canvassing, community events, and grassroots organizing to promote Black joy and lift Black voices. The Every Black Voice Campaign is centered around reparations and reimagining what is owed to the Black community.

Outreach

- Work with the Director of Development to create program and campaign budgets to support needs.
- Lead and manage Every Black Voice Campaign and the different facets of the campaign.
- Collaborate with the Canvassing Director to implement strategic plans on geographic goals for traditional canvassing and areas where community members will be gathered.
- Create engaging program materials to educate community members of our initiatives, provide historical context, and identify ways they can get involved.
- Develop communication and outreach strategies that are accessible and account for different communication styles to engage (previously unreached) community members.
- Evaluate program and campaign needs regarding positions that need to be hired for and where there are gaps in scopes of work.
- Design sustainable and creative ways to engage with community members and participate in community events.
- Collaborate with other local leaders and grassroots led organizations finding areas of overlap in work and identify ways to support and work with each other.



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- Build trust within the community consistently by following through, keeping community members and organizations in the loop, and distributing resources and information obtained by the organization.
- Plan community driven events with the purpose of bringing together Black community members. Collaborate with local leaders and organizations to host events and further the sharing and communal knowledge of resources.
- Plan and co-lead bi-monthly Community Calls where we discuss RJC updates and Volunteer opportunities
- Engage in public speaking engagements and presentations to outside organizations

Internal

- Guide and influence processes to define organizational long-term and short-term goals and actionable steps to accomplish established goals.
- Continue the expansion of racial equity lens as an individual and organization through research, training and professional/community development opportunities.

GAP

- Be ready to mobilize as a part of the community relations team if the GAP Strategy team needs to gather input and information from the community.
- Stay up-to-date on the GAP reports and identify areas of overlap

Research

- Create strategies for disseminating data and reports derived from community based research.
- Oversee research processes, such as the transcribing and coding of verbal interviews, and assist in the creation of reports derived from community engaged research.

Core Team Agreements

RJC can only thrive when we bring our different lived experiences, perspectives and neurodiversity to the discussions. As part of the core team, in addition to fulfilling our job requirements, we cocreate the culture and practices of this organization.



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- Uphold the [mission and beliefs](#) of the RJC in your work and communications
- Actively engage with the team and initiatives
- Attend team meetings
- Attend events hosted by the RJC and other community organizations
- Act as RJC liaison for select organizations where there is a pre-existing relationship or shared interest area
- Follow the protocols described in the [Team Handbook](#) and collaborate to improve them as needed
- Manage administrative tasks (i.e., email, Signal messages, Asana tasks, track hours and activities via Clockify, etc.)
- Establish and implement a healing justice plan for yourself

Typical Week

- 5 hrs - Community Engagement Strategic planning
- 5 hrs - Connecting with community leaders and community-led organizations
- 5 hrs - team meetings
- 4 hrs - emails
- 4 hrs - Event planning (coordinating EBV events, submitting tabling applications for non-RJC events)
- 4 hrs - communications materials (pamphlet, posters, flyers, postcards, updating community calendar, updating website)
- 4 hrs - EBV research (audio file and transcript review, dissemination strategy planning and execution, creating reports for reparations commission)
- 4 hrs - Review documents (grant applications, research reports)
- ~4 hrs - other meeting with RJC core team members
- ~ hrs for self care/healing or last minute things