



Community Engagement Manager

July 2021

WHO WE ARE: The [Rocky Mountain Partnership \(RMP\)](#) is a coalition of [cross-sector stakeholders](#) who are working together to collectively improve economic and social mobility, specifically for those marginalized because of race, ethnicity, gender, disability, zip code, or circumstance, across the Adams County (including 6 municipalities), City and County of Broomfield, and City of Aurora region. The Partnership does this by: utilizing data to set shared targets and as a scorecard to measure progress, by advocating for and aligning policies, funding, and resources to remove barriers and accelerate progress, and by coordinating and improving the work happening on the ground.

The Partnership is supported by a neutral team, referred to as [The Backbone](#), separate from the partner organizations doing the collective work. The Backbone Team serves as the neutral infrastructure for the [collective work](#).

RMP is dedicated to eliminating inequities – including barriers of race, ethnicity, class, ability, age, immigration status, gender identity/expression and their intersections. RMP values **the diversity of lived experiences** and works diligently to eliminate inequities in ourselves and the Partnership.

POSITION PURPOSE: The Community Engagement Manager supports the Partnership to utilize community voice and perspective to inform collective work. This includes overseeing the [Community Weavers](#) and overseeing logistics for and supporting partners to deploy key community voice and perspective strategies. This position will support leveraging insights from community members in alignment with quantitative data that will inform the development of strategies to make measurable impacts towards economic and social mobility. Receives direct guidance and support from the Data Director and is part of the Backbone Partnership Team led by the Chief Operating Officer.

STATUS: Full-Time, 1 FTE / 40 Hours, Exempt

WORK LOCATION: Rocky Mountain Partnership's (RMP) home office at Adams 12 Five Star Schools (1500 E 128th Ave., Thornton), satellite office at Community Reach Center (1870 W 122nd Ave, Westminster), remote online work from home, and other designated locations within the community.

PRINCIPLE DUTIES

Ensure methods and strategies are in place to collect input from the community. Use community voice and perspective to support quantitative data in order to highlight inequities, shift mental models, change power dynamics, and establish more equitable policies and practices in the community. Ensure community members who provide voice and perspective are connected back with what action will happen as a result.

Community Weavers, Technology Enabled Girl Ambassadors (TEGA), Surveys, and Focus Groups

- Supports and builds relationships with the community to engage them with the work of the Partnership, including garnering authentic voice and perspective
- Guide Partnership strategies around how to garner community voice and perspective
- Work with the Backbone Team in the development of surveys, focus groups, and occasionally other community engagement strategies (i.e. podcasts) to garner authentic community voice to inform the collective work of the Partnership
- Support the Data Team with the management of [TEGA](#), podcasts, surveys, and focus groups
- Maintain relationships with [Girl Effect](#) and other local, state, national, and international partners
- Provide oversight and coaching to [Community Weavers](#), including mentoring and development
- Support coordination and organization of research projects and/or training, including field visits
- Set up system for safety of Community Weavers and participating community members and manage safety assessments and safeguarding procedures
- Oversee TEGA fieldwork and training activities alongside *Girl Effect*, leading on respondent recruitment, research consent, and other fieldwork activities
- Support troubleshooting of the TEGA equipment when necessary
- Ensure deliverables are met on time and/or within budget
- Ensure project management and reporting tools are in place
- Organize and lead logistical support for community engagement strategies

Adams County Student Survey ([ACSS](#))

- Provide operational support for the ACSS
- Support partners to deploy the survey within their schools and districts, and manage relationships with them along the ACSS process
- Connect back with schools and districts to understand the results of the survey.

General Support

- Oversee the utilization of community voice and perspective in alignment with the quantitative data to support work within the Partnership
- Organize and lead project meetings, logistics, Community Weaver attendance, and note taking
- Maintain a database of projects

OTHER DUTIES/RESPONSIBILITIES

- Represent RMP at local, regional, and national functions as needed
- Other duties as assigned

Employees are held accountable for all duties of this job.

QUALIFICATIONS

Education & Experience

- **Required**
 - One year of community outreach project management experience (e.g. recruitment, focus groups, or survey development)
 - One year experience in youth mentorship
- Building and maintaining community relationships
- Experience working with individuals who have varying expertise, skills and backgrounds
- Ability to address and overcome complex issues to effectively build community relationships
- Ability to successfully be certified through Colorado's Mandatory Reporting Training within the first 30 days of employment, if not already certified
- Ability to complete training and credentialing required by [Girl Effect](#)

Knowledge, Skills, & Abilities

- Ability to work in alignment with the [vision, mission, and values](#) of the Rocky Mountain Partnership, including a commitment to transform civic infrastructures in need of improvement and ensure racial equity
- Ability to build relationships with key stakeholders as part of larger coalition building
- Sensitive to the needs and vulnerabilities of people across the community
- Excellent written, oral, and interpersonal communication skills
- Demonstrate an understanding of community needs and strategies to promote community impact
- Ability to interact effectively with people from diverse backgrounds
- Ability to problem-solve issues
- Ability to prioritize a variety of tasks and balance the workload- be adaptive
- Self-motivated and able to work independently, and as part of a larger dynamic strategy team
- Proficient in Microsoft Office Suite applications, web-based applications, and database use
- Knowledge of survey development tools such as Qualtrix, Survey Monkey, etc.
- Must operate with high integrity in a fast paced environment, and be comfortable with rapidly-changing targets and deadlines
- Knowledge of research and evaluation and communicating data to multiple audiences in a culturally competent manner
- Comfortable being out in the community
- Spanish speaking preferred but not required

COMPETENCIES

To be successful in this role in supporting the Partnership toward outcomes, the individual in this position will be able to demonstrate the following competencies:

- Commitment to dismantling systems of power and barriers to equity
- Commitment to courageous vulnerability, trust, and leadership
- Ability to be self aware and works from a continuous improvement mindset with a willingness to learn and grow
- Organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly
- Demonstrate written communication skills in multiple platforms and for diverse stakeholders
- Demonstrate high level of customer service and response
- Ability to understand the impact of your work
- Ability to observe and understand that complex systems have multiple levels, players, and relationships (ie, scoping the problem)
- Ability to process information and apply abstract reasoning
- Ability to respond well to changes externally and internally and shift efforts accordingly
- Commitment to engage identity, power and privilege; awareness and integrity regarding racial disparities

WORKING CONDITIONS

- **Work Environment:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential duties of this job within the community, at a home office, in office and meeting settings at RMP's offices, and meeting spaces within the community during business hours and occasional evenings and weekends.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Activities:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen, operate a computer, operate a motor vehicle and lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

COMPENSATION

RMP offers a competitive salary commensurate with experience and skills. The starting salary range for this position is \$47,000-\$50,000. The position offers a flexible schedule and benefits package including a Simple IRA retirement plan with employer match; health, dental, and vision insurance; paid holidays; paid time off; and paid medical and parental leave.

HOW TO APPLY

Send resume, cover letter, work sample, to kendrasimpson@RMPBackbone.org and/or be prepared to demonstrate additional competencies during the interview process. This position will remain open until filled.