



COMMUNITY ENGAGEMENT COORDINATOR

Groundwork Jacksonville is the primary nonprofit organization working to restore and connect the streams and parks of Jacksonville's Emerald Trail and to revitalize the historic neighborhoods of our city's urban core. Our mission is to create sustainable environmental change in urban neighborhoods through community-based partnerships. Focus areas include creek restoration, trail building, park development, green infrastructure implementation, public art, and youth leadership development. Groundwork partners with neighborhood residents, private and nonprofit partners, local businesses and government officials to identify environmental improvements that will advance equitable, healthy, vibrant communities and empower the next generation of community leaders.

JOB SUMMARY

The Community Engagement Coordinator (CEC) will work under the direct supervision of the Community Engagement and Equity Manager. The CEC identifies the leaders who live, work, play and worship within the urban core and ensures community input is obtained for the design and development of Jacksonville's newest trail system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Experience in the areas of community engagement, community outreach, group facilitation/education and project management.
- Represents Groundwork Jacksonville by attending regular community meetings and neighborhood events to gain understanding of community needs and interests.
- Plans, organizes and facilitates focus groups, listening sessions, workshops and other events that will gather important resident knowledge and inform residents about proposed community projects.
- Complete required monthly reports.
- Prepares community presentations that educate Emerald Trail stakeholders.
- Provides resources to and guides resident groups in community development planning.
- Assists with the coordination and implementation of special events such as Public Meetings and Creek Festivals.
- Assists with designing community engagement plans for agency projects and initiatives.
- Assists with the development, distribution and data collection from community surveys to determine resident needs and desires.
- Develops a culture of trust, support, respect and inclusion through community engagement initiatives.
- Promotes diversity, equity and inclusion in all agency project designs.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree in related field.
- Minimum of two years relevant professional experience in community engagement.
- Intermediate computer skills (Microsoft Word, PowerPoint, Internet search and Excel).



KNOWLEDGE/SKILLS/ABILITIES

- Effective communication skills, both verbal and written.
- Experience developing and conducting surveys in community settings both in-person and electronically.
- Exceptional skill in communicating persuasively with diverse audiences ranging from corporate managers to grass roots community residents.
- Demonstrated experience in establishing and maintaining partnerships with a wide range of stakeholders.
- Willing to work flexible hours.
- The ability to multi-task.
- Experience in public speaking.
- A self-starter needing little to no direct supervision.
- Grant writing experience is a plus.

PHYSICAL AND MENTAL REQUIREMENTS

- Ability to sit, stand, and walk for lengthy periods of time, including bending and squatting.
- Ability to lift up to 30 lbs.
- Ability to work safely outside in the Florida summers.
- Ability to hear at a normal conversational level.
- Ability to drive a vehicle to transport youth.

Salary is commensurate with experience.

TO APPLY:

Please submit a letter of interest and resume by email to kay@groundworkjacksonville.org with the subject header Community Engagement Coordinator.

Groundwork Jacksonville is an Equal Employment Opportunity employer. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation/identification or any legally protected status.

