



Community Engagement Manager Job Description

Job Title:	Community Engagement Manager
Job Category:	Social Services
Primary Location:	Los Angeles 90011
Department:	Administration
Reports To:	Director of South LA All In
Direct Reports:	None
Seniority Level:	Associate
FLSA Status:	Exempt
Job Type:	Full Time
Travel:	No

ABOUT CRCD

Coalition for Responsible Community Development (CRCD) is a community development corporation with a mission to better sustain, coordinate, and improve local planning, development, and community services that address the needs of low-income and working-class residents and small business in South LA.

CRCD serves 100% low-income residents within South LA. CRCD was founded by neighborhood residents and community leaders to revitalize the area after decades of disinvestment and to improve the quality of life for youth and the community. Since 2005, CRCD has partnered in a combined investment of \$168 million in South LA housing and real estate, including 370 units of affordable housing, plus community space for support services, youth programs, a homeless youth drop-in center, a community garden, and commercial space for our social enterprise. CRCD has connected over 1,500 young people to education, jobs, and housing.

- **Real Estate and Economic Development.** To increase the number of affordable and permanent housing in South Los Angeles and to revitalize the local economy, CRCD develops housing for LMI populations, including transition-age youth ages 16-24, seniors, veterans, and low-income families.
- **Support Services.** We provide support services to 100% LMI youth and other residents of CRCD housing, assist homeless youth to secure housing with rental subsidies and support services, and run a drop-in center to help homeless transition-age youth meet basic needs.
- **Education.** CRCD Academy, a high school provides youth ages 16-24 with diploma-track education and postsecondary education support.
- **Youth Development.** CRCD provides youth with workforce development programs, intensive case management to reduce barriers to employment and reduce recidivism, alternative sentencing programs, and jobs and career placement.



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- **WorkSource Center.** Since 2014 CRCD has been the operator of the federally funded Vernon-Central/ Los Angeles Trade-Technical College WorkSource Center where unemployed LMI residents are linked to career-ladder jobs and supportive services.
- **CRCD Enterprises.** CRCD is the parent organization of a social enterprise providing training and employment for low-income youth and young adults.

POSITION SUMMARY

South LA All In (SLAAI) is a seven-year initiative to address longstanding racial and socioeconomic inequities in South Los Angeles – with a focus on underserved areas east of the 110-freeway. South LA All In will strengthen the community’s economic recovery from COVID-19 while positioning residents and businesses to benefit economically from major sporting events coming to Los Angeles including the 2028 Summer Olympics, 2022 NFL Super Bowl, and potentially the 2026 FIFA World Cup (if Los Angeles is finalized as a host city late 2021). South LA All In is a key initiative for CRCD to realize our 2020-2024 5-year strategic plan and will address the following strategic priority areas:

- 1.1 Address emerging community needs by deepening existing programs and partnerships through an integrated services approach
- 1.2 Develop flexible, targeted training programs based on current and near future high-demand career pathways that provide family-sustaining wages, benefits, and ladders for advancement
- 1.4 Expand the reach and impact of the proven CRCD approach across broader South Los Angeles
- 1.5 Protect and expand the supply of quality affordable and supportive housing in South Los Angeles and beyond
- 1.6 Minimize displacement, expand opportunities, and ensure local benefits from South Los Angeles development
- 1.7 Use CRCD credibility to advocate for policy change and funding

Under the close direction of the Director of South LA All In, the Community Engagement Manager will play a key role in creating a meaningful and intentional community engagement strategy to support CRCD’s SLAAI initiative to expand our regional impact and further build capacity in the South Los Angeles region. The Manager will lead the coordination and facilitation of a wide range of community engagement and capacity building strategies throughout the South LA region, including around CRCD’s affordable and permanent supportive housing developments, in line with the SLAAI Initiative. The Manager will supervise a team AmeriCorps Vistas to support the success of the SLAAI initiative.



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ESSENTIAL DUTIES & RESPONSIBILITIES

Position roles and responsibilities include, but are not limited to:

1. Create and implement community engagement plan in partnership with CRCD's real estate team, program departments, Marketing & Communications Team, and other relevant stakeholders.
2. Collaborate with team to conduct a comprehensive resource and asset analysis for the SLAAI region.
3. Collaborate with team to design and implement a comprehensive, community resource database.
4. Lead South LA community engagement efforts on behalf of agency.
5. Lead community engagement efforts for CRCD's affordable and permanent supportive housing developments.
6. Organize, attend, and present at relevant city, county, and government agencies, community, and neighborhood group meetings.
7. Organize and facilitate focus groups with community members, participants, and partners.
8. Attend key meetings to inform strategy and brief CRCD Leadership on matters of public interest and concern, as needed.
9. Provide direct supervision to AmeriCorps VISTA members.
10. Develop public education and information materials, presentations and displays in partnership with Marketing & Communications Team.
11. Coordinate strategic learning and community engagement events to promote SLAAI initiative.
12. Uphold CRCD's Mission Statement and 5 Year Strategic Plan.

MINIMUM QUALIFICATIONS

1. 3-5 years relevant experience and BA Degree
2. Excellent communication and presentation skills
3. Comfortability working in South LA, engaging with a diverse range of community members, organizations, public officials, and other stakeholders
4. Demonstrated knowledge of community resources and familiarity of South Los Angeles a plus
5. Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries
6. Demonstrated ability to work on multiple projects simultaneously, and to meet deadlines



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7. Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate
8. Knowledge and experience of Microsoft Office (Excel, Word, Power Point, Etc.)

WORK ENVIRONMENT

1. On occasion walk or drive to different local sites throughout the day
2. Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
3. Combination of field and office environment
4. May necessitate working in busy and loud environments
5. May be exposed to elements like cold, heat, dust, noise, and odor
6. May participate in training and staff development that requires local and out of state travel
7. Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
8. Must be available on call for emergency crisis situations with the ability to respond after work hours as needed for emergencies.
9. This is not a work-from-home position

BENEFITS

- Dental, Vision, Medical Benefits: CRCD is in the top 10% for excellent employee benefits for non-profit organizations. CRCD offers 80% employee paid and 60% dependent paid medical
- 401K eligibility to participate from day one and up to 3% matching after one year
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, Accident, and Hospital Indemnity
- Whole Life Insurance, College Funding Plans/529 Savings Plan from Principal
- Pet insurance, Legal/ID Theft
- Generous work/life balance
- 13 Paid Holidays

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

1. Encompass a "do whatever it takes approach" to serving our community
2. Always maintain a safe work environment and confidentiality.
3. Be proactive, creative, and flexible in determining, evaluating, researching, and resolving issues.
4. Organize and prioritize multiple activities to meet all external and internal deadlines.
5. Maintain professional demeanor that reflects positively on the agency.
6. Demonstrate respect and courtesy toward others.
7. Able to thrive in a work environment emphasizing teamwork and collaboration.



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8. Respond in a timely manner in all aspects of communication.
9. Regular and prompt attendance in the office is required
10. Work with limited to minimum supervision.
11. *Perform other duties as assigned by your supervisor and or executive team.*

CRCD is a mandatory vaccination employer for COVID-19 and its variants. COVID-19 vaccination is mandatory for employment. As such, all CRCD employees must be fully vaccinated against COVID-19, including new hires. All new hires must provide proof of vaccination on or before their start date; alternatively, new hires may request a medical or religious exemption on or before their start date. If a new hire requires a medical or religious exemption, CRCD will engage in the interactive process with the new hire; a new hire cannot begin working for CRCD until the medical or religious exemption application has been approved. Similarly, if a new hire is not yet vaccinated, CRCD will delay the start date until the new hire can provide proof of vaccination or approval of a medical or religious exemption application.

All candidates are subject to a criminal history check and meet CRCD's criteria regarding criminal history and must pass background check conducted by LA County. CRCD is an Equal Opportunity Employer is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the EEO/ADA Coordinator. EEO /ADA Coordinator contact: Stacey Cabling (213) 743-6193.

ACKNOWLEDGEMENT

Employee Incumbent Name

Employee Signature

Date

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