

Alliance for Greater Works is committed to dismantling the systems and practices that perpetuate inequities for people living in marginalized communities. Alliance for Greater Works partners with communities to **address the real, often hidden, issues at play** that create inequalities such as lack of food, jobs, housing, healthcare and education. We do that by organizing the right people and resources to come up with solutions that improve the lives of individuals in marginalized communities.

We believe that **at the heart of our work is people**: the individuals and families who have a life of scarcity, of have-not, of exclusion, due in large part to the zip code in which they live.

We work collaboratively toward a better Texas where no individual person or community is sidelined, under-resourced or excluded due to inequitable access to economic growth, education and health care.

We are small but mighty. We're looking for colleagues who:

- innovate
- strive for excellence
- adapt quickly
- invest time, energy, and resources well
- believe what they do matters

#### THE POSITION:

The Community Engagement Coordinator VISTA has a key role in the public affairs goals of Alliance for Greater Works. The Community Engagement Coordinator VISTA works alongside and in close partnership with the Managing Director and other members of Alliance for Greater Works.

The Community Engagement Coordinator VISTA is responsible for designing, coordinating, and implementing an ongoing community engagement plan for Alliance for Greater Works. The position develops advertising materials to promote the programs of Alliance for Greater Works. In addition, the position researches best practices and develops a system for communicating and sharing resources with Alliance for Greater Works' network of partners. The Community Engagement Coordinator VISTA position is new and offers a unique opportunity for a motivated individual who is invested in leading the innovation and growth of an emerging aspect of our work.

#### YOU'D LOVE WORKING HERE IF:

- You're self-motivated and driven. You get satisfaction from establishing relationships and sharing resources with people.

- You communicate clearly and efficiently. You can explain anything to anyone. Aha moments for others feel like a job well done for you.
- A busy inbox and an active to-do list doesn't stress you out, it's enlivening.
- A fast-paced workplace where no day looks the same is what you're looking for: tasks range on the broad spectrum of uneventful to thrilling, but you know every bit of work contributes to the well-being of the organization.
- You're detail-oriented: you love a clean spreadsheet and a well-edited outreach message. Updating a contact record or correcting a mis-typed phone number feels like a worthy victory because you know it matters.
- You appreciate being part of a small, close-knit team: engaging in dialogue to find creative solutions to organization-wide problems, eating snacks during staff meeting, and sharing the joys and hardships of your work.

#### A DAY MIGHT INCLUDE:

- Having a video chat with a local community leader to better understand the assets and opportunities in their community
- Organizing an event that promotes the work of Alliance for Greater Works
- Writing copy for a speaking engagement of a team leader
- Scheduling a meeting with city officials and/or community volunteers
- Brainstorming social media post ideas with team members
- Writing blog posts

#### YOU'LL BE RESPONSIBLE FOR:

##### Community + Engagement

- Work as an effective team member as well as energetic individual with a broad range of stakeholders, including cross-organizationally
- Build and maintain external partnerships that expand our reach and raise visibility
- Integrate emerging trends into current work
- Communicate effectively, both orally and in writing, and with sensitivity and respect for others.
- Ability to multitask and manage time effectively by prioritizing and establishing a systematic course of action with the public.

##### Planning + Organization

- Develop or use systems to organize and keep track of information.
- Maintain detailed internal records

- Use data and technology to sharpen funding strategy and improve workflow efficiency

#### YOU HAVE:

- 3+ years educational and/or professional experience - in particular, experience with nonprofits or community-based organizations
- Demonstrated ability to successfully execute community engagement plan
- Proven ability to build and sustain successful partnerships at the local, regional, and national level
- Proven understanding of servant leadership orientation
- Demonstrably strong communication skills – written and verbal, for large and small groups
- Commitment to social justice work

#### IT'S HELPFUL IF:

- You have knowledge and experience with nonprofit management practices, community organizing, and the broader social sector
- You've led successful community engagement or marketing campaigns
- You bring tech skills: Prezi; Salesforce; Constant Contact; and something we don't even know about yet
- You have strong creative writing and editing skills

<http://alliancetxt.org>

#### How to apply

Please submit a resume and cover letter - one PDF, please - to [ajohnson@alliancetxt.org](mailto:ajohnson@alliancetxt.org). Submissions received before February 1 will receive priority attention. Any questions about the position may also be directed to [ajohnson@alliancetxt.org](mailto:ajohnson@alliancetxt.org) - no calls please. Anticipated start is March 2020. <http://alliancetxt.org>

#### Location

Grand Prairie, TX 75050

United States

Non-Competitive Eligibility (NCE):

No