



Position: Communications & Engagement Associate
Department: Communications
Report to: Communications & Engagement Manager
Salary: Competitive Full-Time Compensation & Benefits Package

Under the supervision of the Communications & Engagement Manager, the Communications & Engagement Associate plays an important role in the strategic vision of the organization. The ideal candidate will support engagement efforts in Greater Newark area through event activations, event management, relationship building, and support the success of all programs at UVSO at the grassroots level. The role is also responsible for spearheading recruitment and management of UVSO volunteers and interns. A successful candidate in this position will be able to cultivate strong relationships and have excellent organizational, writing, and follow up skills.

Essential Duties and Responsibilities

- Support outreach and engagement efforts to marginalized communities through relationship building and non-traditional marketing strategies.
- Interact with diverse groups of individuals with varied backgrounds and goals. Work well with individuals of all races, genders, and sexual orientations.
- Develop and lead volunteer recruitment, retention, and development efforts: aligning goals, messaging, and opportunities.
- Assist operations manager to systematize current processes.
- Support all aspects of the Neighborhood planning process as needed.
- Represent UVSO, its mission, and its opportunities to the community as needed; ensure consistent delivery of presentations.
- Provide timely and professional response to web, phone and in-person inquiries.
- Oversee volunteer recruitment platforms, databases and websites, e-communications and community engagement.
- Organize volunteer appreciation activities.
- Acquire and maintain comprehensive knowledge of the organization in order to accurately represent the organization in meetings and presentations.
- Coordinate community garden seasonal transitions, develop engaging garden activities, and ensure adequate supplies for volunteers.

Events

- Support logistics related to the planning of UVSO events, including the annual Vailsburg Day and Pre-Planning events for the neighborhood plan.
- Track and report on campaign and event goals, including data input.
- Coordinate organizational collateral and promotional materials.



Communications

- Draft compelling digital and print content for variety of channels with Communications & Engagement Manager as needed.
- Work collaboratively with Communications & Engagement Manager to edit copy for UVSO's public facing documents-reports, official documents, and monthly newsletter as needed.
- Assist with photography at events by capturing the moments under the direction of the Communications & Engagement Manager

Competencies

- *Planning & Organizing*- Identifies the sequence of tasks and the resources needed to achieve a goal, and prioritizes key action steps. Anticipates the impacts and risks of decisions and actions. Detail orientated.
- *Communication*-able to inform orally and in writing, with clarity and good effect. Listens actively and is able to engage, inspire and persuade.
- *Prioritization*-uses time efficiently. Concentrates efforts on the more important priorities. Can attend to a broad range of activities, juggling multiple projects and anticipating needs.
- *Technical Proficiency*-Able to operate Microsoft Office/ Google Workspace tools. Experienced with basics of utilizing social media. Able to learn UVSO Software systems.
- *Independent & Collaborative*- Works well both independently and collaboratively with other team members to achieve goals. Self-starts. Able to pivot and adapt to changing situations on the fly.

Key Qualification

- Bachelor degree from an accredited college or university in education, psychology, sociology, public administration or related field.
- A demonstrated passion for working in urban environments and a demonstrated belief in UVSO's mission to create a stable and compassionate community.
- Experience in working with Newark and New Jersey's community development network preferred.
- Excellent analytic, organizational, written and verbal, and digital skills.
- Ability to effectively communicate with diverse stakeholders including religious groups, diverse cultures, parents, elder caregivers, staffers and youth.
- Ability to inspire staff, youth, parents and community to volunteer, engage, and build comradery.
- Must have valid United States Driver's License.
- Proof of up-to-date COVID-19 Vaccination.

Physical Demands:

While performing the duties of this job, the individual must be able to remain in a stationary position for 90 percent of the time while performing office work. The individual needs to occasionally move about inside the office. They constantly operate a computer and other office productivity machinery, such as a computer printer. The employee must regularly lift and/or move up to 15 pounds, occasionally lift and/or move up to 40 pounds.



Must be able to function under fast-paced and noisy environment. Candidate should be physically capable of engaging in gardening and youth activities when necessary. Position may require being on feet for long periods of time. Physical requirements include: sight, hearing, standing, stooping, running, and strenuous sports related activities.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.