



JOB DESCRIPTION

Job Title: Community Engagement Coordinator

Employment Status: Regular, Full Time (Exempt)

Reports To: Chief Executive Officer

Direct Reports: Organization Volunteers

POSITION SUMMARY:

As the Community Engagement Coordinator **YOU GET TO** transform the lives of Boys and Young Men Of Color by facilitating and coordinating an innovative and robust community engagement strategy for Forever Kings Inc, with particular focus on building relationships with volunteers, partners, service providers, and donors that can support the mission and vision of Forever Kings Inc. The Community Engagement Coordinator will be responsible to work to coordinate resources, and services to support the Kings and Families enrolled in our program. The Community Engagement Coordinator will also be responsible for maintaining positive and professional relationships with organization volunteers, partners, service providers, and donors while working strategically to attract new volunteers, partners, service providers, and donors to support the mission and vision of Forever Kings Inc.

**May require some evening and weekend work hours.*

QUALIFICATIONS/EXPERIENCE:

The ideal candidate will possess a Bachelor's Degree in a relevant field preferred; plus two years of directly related experience working with urban youth and communities preferred. An equivalent combination of education and or experience may be substituted, as long it directly relates to the essential duties and responsibilities. Preference will be given to candidates with a working knowledge of community organizing and volunteer management.

- Strong written and verbal communication skills.
- Strong interpersonal skills with the ability to communicate effectively with people from diverse backgrounds.
- Ability to successfully navigate challenging conversations among diverse groups and build consensus.
- Ability to build authentic relationships with stakeholders (volunteers, partners, service providers, and donors)
- Strong organizational skills and ability to manage multiple projects simultaneously.
- Ability to work well under pressure and in a fast paced environment.
- Proven ability to create and maintain community partnerships.
- Demonstrated ability to solve problems and manage conflict.
- Ability to thank and plan strategically.
- Proven ability to organize and coordinate large events.
- Ability to be innovative in way of thinking and planning.
- Familiar with GSuite, Microsoft Office, and Chronus softwares.
- Honest, Trustworthy and Dependable with a high level of integrity.
- Passionate about seeing the lives of Boys and Young Men Of Color transformed.
- Willingness to adapt to the culture of Forever Kings Inc.
- Willingness to work as a part of a team.
- Willingness to embrace and infuse FK's core values **"A JUBILEE"**
(Authenticity, Joy, Unity, Balance, Integrity, Love, Excellence, Equity)

JOB RESPONSIBILITIES: *(Includes but isn't limited to)*

- Maintain current relationships with stakeholders (volunteers, partners, service providers, and donors)
- Create new relationships and partnerships that will support the needs of the organizations.
- Work with Member Success Coordinator to create "pipeline partnerships."
- Recruit and Train volunteers to support the needs of the organization.
- Attract new donors and sponsors to give financially and in-kind gifts to the organization.

- Maintain positive and healthy relationships with donors and sponsors that keep them engaged and connected to the organization.
- Work with the member success coordinator to host quarterly “next steps nights”.
- Support the member success coordinator in organizing quarterly family events.
- Support the CEO and Board of Directors with increasing the overall visibility and sustainability of the organization.
- Plan and organize community events and service projects as needed.
- Maintain a database of volunteers, partners, and sponsors.
- Support the CEO in the organizing and planning of the annual organization anniversary celebration.
- Support the Chief Impact Officer and Impact Team in the organization and planning of large organization wide events.

ORGANIZATIONAL ALIGNMENT:

(As an organizational culture is important to us. As a staff member and representative of the organization it is important that your personal values and beliefs align with those of the organization).

- At Forever Kings Inc. we believe that all young men are **PROMISES** not **RISKS** and we are committed to their success.
- At Forever Kings Inc, we do not refer to our members or any BYMOC as at-risk, disadvantaged or any other negative and demeaning verbiage. We use positive, affirming, and hopeful language to address our members and their needs.
- All staff members are expected to embrace, display, and infuse the core values of Forever Kings Inc. into their work and leadership at all times.

Forever Kings - Core Values (A JUBILEE)

Authenticity, Joy, Unity, Balance, Integrity, Love, Excellence, Equity

SALARY/BENEFITS:

- Salary Range: \$33,000 - \$35,000/Annually
- 20 Paid Holidays
- 15 Days (120 Hours) of Paid Time Off per fiscal year. (July 1st - June 30th)

*This job description is not intended to be inclusive of all job responsibilities as a team based organization all staff members are expected to work together to push the mission and vision of Forever Kings Inc. forward.

Employee Signature:

Date:

Supervisor Signature:

Date:
