



JOB DESCRIPTION

Job Title:	Community Engagement Manager
Department:	Programs
Reports to (Job Title):	Director of Programs
Location:	Sonoma Valley, CA
Date Approved:	July 1, 2022

<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
--	--	--

SUMMARY DESCRIPTION

The La Luz Center Community Engagement Manager position is designed for a creative, energetic individual who is interested in lifting the voice of the Sonoma Valley community. The Community Engagement Manager will work towards meeting the goals set forth by our Strategic Plan for both the Family Services and Economic Advancement program areas

The person in this position performs managerial operations & field work in providing strategies, planning, evaluation, facilitation, and program/event planning; she/he also actively leads the community engagement team with the goal of ensuring the Latino community has a place and a voice. This role is part of the organization's senior team and a core part in implementing La Luz Center's mission as well as establishing a healthy work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Planning, structuring, implementing, and evaluating La Luz Center's community engagement programs* to build, enrich, and engage Sonoma Valley residents by ensuring the Latino Community has a place and a voice.
- *Community Engagement programs: Community outreach which includes volunteers & team of promotoras, Leadership program, Civic engagement, Casa de Cultura programming & cultural events.
- Guides program evaluation and improvement efforts by focusing on providing structure that highlights the impact of La Luz Center's Community Engagement Program, including multi-strategy efforts; customization of database, creation of surveys, and collection of inspiring stories.
- Leads, strengthens, and secures long-term partnerships that benefit La Luz Center and the community needs with a broad range of organizations. This role is key in establishing two-way partnerships in which La Luz Center is regarded as a credible and experienced community building organization.
- Creatively establishes and implements a community building initiative that provides our Latino community with a sense of belonging- with the goal of increasing active community participation and representation.
- This position is responsible for the vision, strategy, and execution of all aspects of cultural event planning and production—with an eye towards excellent customer service and community wide



events that attract large number of attendees to support the vision of La Luz Center. Functions as the team leader and fills a critical role in support of the planning and implementation of multiple large and small scale events on the La Luz Center campus and in Sonoma Valley.

- Leads Community Engagement team with authentic passion by recruiting, training, and developing team to ensure a highly skilled, motivated, and effective team. Directly supervises the team with the goal of growing pool of support (volunteers, interns, additional team members).
- Actively participates in grant development process by providing accurate information and community needs in order increase the resources needed and authentically address community needs, in a timely manner.
- Is financially responsible for La Luz Center's Community Engagement programs by providing budget oversight, monthly budget monitoring, accurate tracking of invoices, and provides input in developing program budget.
- Seeks out opportunities to present & participate at local and County meetings, conferences and events to promote La Luz Center's work and model.
- Ensures internal communications with development, finance, facilities and leadership staff are consistently and effectively managed.
- Plays a key role in modeling and establishing La Luz Center's work environment as a safe, respectful, professional, and fun one.
- Other functions as assigned.

SKILL SETS

KNOWLEDGE OF:

- Deep understanding of community development, building and engagement.
- Leads by example and adapts to the non-profit environment with ability to establish direction, obtain commitment, and execute plans.
- Bilingual/Bicultural, Spanish/English, verbal and written communication skills.
- Excellent interpersonal, communication, supervisory, and management skills.
- Building positive relations with racially, linguistically and socioeconomically diverse populations.
- Strong relationship management skills; ability to effectively present to and interface with all levels of team members, Board of Directors, and external agencies, schools, business, and community.
- Commitment to excellence and high standards, including integrity and ethics.
- Computer capabilities and data processing applications.

EDUCATION, EXPERIENCE & COMPENSATION

- Bachelor's degree in Social Science, Sociology, Education, or comparable. MA preferred.
- Minimum of 3 years' experience in a progressively responsible position in program management, managing multiple programs for non-profit organizations.
- Experience with event planning, managing, and day of coordination.
- Valid California driver's license.
- Ability to clear DOJ background check.
- Salary DOE

This job description does not imply that these are the only duties in this position. Employee(s) will be required to follow other job-related instructions and duties requested by the Executive Director. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.