



JOB POSTING — *COMMUNITY ENGAGEMENT SPECIALIST*

Position Description: This position is responsible for leading all activities as assigned by CDGA for the Riverwest neighborhood (NSP #7). This includes working with police and law enforcement agencies, connecting with government and social service agencies, coordinating neighborhood clean-ups, and developing and implementing strategies formed through information gathered from residents and community stakeholders around enhancing and improving the quality of life in Riverwest. In addition to leading all community engagement work in Riverwest for the CDGA, the position will work alongside Community Development Manager and other resident engagement staff around key initiatives that intersect both the Riverwest and Harambee neighborhoods. This position will continue to build upon our momentum of Riverworks' creative placemaking initiatives in the community, which includes the planning, developing, coordinating, and implementing our community creative placemaking developments in the Harambee and Riverwest neighborhoods. The specific focus will be on the Riverwest Neighborhood, Beerline Trail and public space that are overseen by Riverworks in the area. This position reports directly to the Community Development Manager.

Position Responsibilities & Activities

- Manage and carryout the CDGA resident engagement agreement for the Riverwest neighborhood (NSP #7).
- Assist in the development of the B-Line Park and other areas on the Beerline Trail.
- Provide support to the Friends of the Beerline Trail group and the Beerline Trail Leadership Committee.
- Assist in the design and production of promotional materials to raise awareness of the organization's work in the community
- Support the Beerline Trail Leadership Committee and accompanying subcommittees for the purpose of carrying out the Equitable Implementation Plan and Lifeways Plan linear park design.
- Assists in the maintenance of effective communication links (i.e., website and other social media platforms) with Riverworks staff, Beerline Trail stakeholders and residents from the Riverwest and Harambee Neighborhood.
- Input into the Salesforce community database resident contacts and partners information.
- Prepare and submit relevant reports; and meet outcomes of agreed work plans.
- Support the research and identify appropriate partnerships that lead to long term sustainable partnerships within the Harambee and Riverwest neighborhoods.
- Work with the Community Development Manager to identify community leaders who seek involvement in developing neighborhood and community projects; and work co-operatively with residents on community art & culture initiatives and projects.
- Support programming on the Beerline Trail such as Music on the Beerline Trail, Beerline Shuffle and other events.
- Actively represent RDC at different partnership and coalition meetings and have a clear understanding of the partnership responsibilities that will substantiate long term benefits for community as needed.
- Create opportunities including workshops, videos, talking circles, and Zoom discussions to engage youth and adults in the community with the Neighborhood Team.
- Assist in managing the rental agreements for use of the Beerline Trail rental space and building(s).

- Assist in the creation of detailed program plans, outlining deliverables and timelines, facilitating effective teamwork, and providing regular updates to Community Development Manager on the progress of projects, programs and organizing efforts.
- Monitor and assist in the upkeep of the BLT all Healing Spaces and the Harambee Tot Lot while communicating issues to both the Community Development Manager and the Riverworks Cleans Manager.
- Other responsibilities as assigned by the Executive Director and/or Community Development Manager.

Skills, Knowledge and Abilities

- 1) Two years of work experience in neighborhood engagement and/or community development.
- 2) Must have a passion for community development work with the ability to demonstrate capacity as an effective community organizer based on experience, education, etc.
- 3) Must have strong leadership skills and the initiative and competence to manage and lead community development projects and programming.
- 4) Must be flexible with ability to switch gears quickly when things do not go as planned, when new opportunities present themselves, etc.
- 5) Must have excellent communication skills (both written and oral), be effective communicating in front of groups and large crowds and be able to interact effectively with Riverworks staff and the general public.
- 6) Construction background and/or design improvements to buildings, public spaces and landscaping experience.
- 7) Must be a critical thinker with the ability to self-educate and learn quickly on the job.
- 8) Must be computer literate with a basic knowledge of Microsoft Office - in particular, Excel, Outlook, Word and Adobe Creative Suite. Must be comfortable and competent using the internet, downloading pictures, formatting documents and updating the website and calendar of events.
- 9) Must have the ability to multi-task and with excellent organizational skills.
- 10) Must have a car and valid drivers' license with auto insurance.
- 11) Flexible schedule, available to work some evening hours and weekends.
- 12) City of Milwaukee resident.

Availability: Position is open until filled

Salary Range: \$46,000 to \$50,000

Please email resume, cover letter, references, and salary history to:

Darryl Johnson

Executive Director

Email: darrylj@riverworksmke.org

Riverworks Development Corporation is an equal opportunity employer