

## Community Building and Empowerment Manager

### Job Description

<b>Job Status:</b>	<b>Part-Time / Exempt/Non-Exempt</b>
<b>Department:</b>	<b>Community Building and Engagement</b>
<b>Reporting To:</b>	<b>Deputy Director</b>
<b>Location:</b>	<b>Waterbury, CT</b>
<b>Salary:</b>	<b>\$20.00 - \$25.00 / hourly</b>
<b>Days / Hours:</b>	<b>Flexible</b>

#### **JOB DESCRIPTION:**

NEST seeks a self-motivated Community Engagement Manager to play a crucial role in fostering strong relationships between the organization and the community it serves. This position focuses on developing and implementing strategies to engage with various stakeholders, including community members, partners, and volunteers. The primary goal is to build a sense of community, support, and collaboration to advance the organization’s mission and objectives including oversight of it’s community garden.

#### **RESPONSIBILITIES:**

The Community Building and Engagement (CB&E) Manager is responsible for facilitating and coordinating a robust community engagement strategy within our focus area, with a particular focus on building relationships with volunteers, local community partners and services providers. This position needs a visionary who is committed to fostering positive social change, stabilize and create a vibrant community, and strengthen relationships and involvement among residents. The candidate will provide direct care and management oversight to the organization’s community garden. The CB&E Manager will work closely with NEST staff to assist in the overall coordination of services and opportunities to ensure adherence to the organization’s mission and values.

- Create and implement strategies to engage residents.
- Identify and cultivate strategic relationships across diverse communities to provide new opportunities for residents around housing, education, employment, financial capability, health/mental health, social capital, and permanence that are responsive to their cultures and identities.
- Cultivate relationships with city government agency liaisons, neighborhood residents, community leaders, elected officials, and community officers.
- Facilitate regular community meetings to foster relationship building and collaboration. This includes strengthening relationships with partners and identifying and addressing improvements to working together.
- Provide ongoing input, information, and materials (as requested) that support internal and external communication efforts about programming and opportunities.
- Serve as an advocate in the community to ensure that the needs of residents.
- Conduct outreach and recruitment for community partners, and other volunteers.

- Collaborate with community non-profits and grassroots organizations.
- Work in tandem with Real Estate Development activities.
- Recruit, train, and lead participants for the Resident Leadership Training Program.
- Serve as NEST's community liaison and attend community gatherings and events including but not limited to health fairs, festivals, and block parties.
- Oversee, manage, and care of the Love and Care Community Garden.
- Ensure timely and accurate reporting of program, community impact, and volunteer performance data and grant-funded projects (where applicable).
- Model and foster behaviors that contribute to a culture that values the resident, volunteer, and community partner and is consistent with NEST's goals and core values.
- Other duties as assigned.

### **QUALIFICATIONS/EXPERIENCE:**

Bachelor's degree in a relevant field preferred, plus two years of directly related experience working with residents. An equivalent combination of education and/or experience may be substituted, as long as it is directly related to the essential duties and responsibilities. A strong desire for supporting and empowering people.

- Strong desire and ability to communicate and work with residents from racial, ethnic, socioeconomic, and gender diverse backgrounds.
- Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds.
- Strong analytical writing and oral communication skills.
- Ability to successfully navigate challenging conversations among diverse groups and build consensus.
- Ability to develop and conduct presentations and training sessions.
- Desire to educate the community about the unique issues facing the neighborhood.
- Ability to prioritize activities, manage several tasks concurrently and work under pressure without continuous supervision.
- Initiative in dealing effectively with any issues that may arise.
- Ability to work as part of a team.
- Strong background in horticulture, garden maintenance, food harvesting and preserving.
- Experience in food apartheid, neighborhood revitalization, and community organizing.
- Ability and willingness to work some evenings and weekends as required.
- Ability to bend, stoop, lift, and transport up to 25 lbs. of materials
- Bilingual-fluency in Spanish is a plus but not required.

### **WORK SCHEDULE:**

*Flexible work hours, however, NEST's office hours are:*

Monday - Wednesday, 8:45am – 5:00pm

Thursday, 8:45am – 7:00pm

Friday, 8:45am – 12:45pm

\*Weekend availability to maintain the garden.

### **HOW TO APPLY:**

Visit the [NEST website](#) to complete a general application form and upload your resume.

**CONTACT:**

For questions or more information, contact Maybeth Morales-Davis, *Deputy Director*, [maybeth@nestct.org](mailto:maybeth@nestct.org).

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Since 1980, NEST (formerly known as Neighborhood Housing Services of Waterbury (NHSW)) has ensured successful, sustainable homeownership for people of all income levels and backgrounds. NEST is a NeighborWorks America affiliate organization with a passion for creating homeowners and revitalizing neighborhoods

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NEST Is An Equal Opportunity Employer Committed To A Diverse And Inclusive Workforce