



RESTORING CENTRAL DOVER

Community Engagement Specialist

Job Posting

DESCRIPTION:

NCALL is the lead organization of Restoring Central Dover, a multi-year, multi-partner comprehensive community development initiative. It is guided by a resident-driven plan that has three areas of focus:

1. **A STRONG COMMUNITY:** Build community capital, increase public safety, engage youth in the community, and expand adult and family services
2. **POSITIVE DEVELOPMENT:** Strengthen existing housing, support new housing development, reinvest in commercial corridors, build community facilities, improve infrastructure, and advance economic and workforce development
3. **QUALITY OF LIFE:** Integrate the arts, improve health outcomes, offer recreation options, foster open and green space, and engage in public policy

There is an opening for a Community Engagement Specialist who will work closely with the Restoring Central Dover Manager, Opioid Outreach Specialist, the Steering Committee, and AmeriCorps VISTA to implement the Restoring Central Dover plan and milestones. The Community Engagement Specialist will work on increasing resident involvement and leadership, supporting residents through advocacy, project development and event planning, and will host and attend community meetings and events. The Community Engagement Specialist will empower people to work together for the good of the community; encourage community leadership; inspire others to volunteer their time to support the community's restoration; coordinate activities that influence social change; understand the political process and government structures that influence the affected community; understand principles of community engagement, along with an awareness of socioeconomic challenges; and promote the democratic process where all voices in the community are heard. Knowledge of the Central Dover community and surrounding areas would be beneficial, but is not required.

Employment Status: The position will be a full-time employee of NCALL, with a competitive salary and benefits.

Supervisor: Restoring Central Dover Manager

DUTIES AND RESPONSIBILITIES:

- Establish a positive and visible presence in the Central Dover community.
- Through extensive outreach, help to build, organize, and develop a strong resident base in the community.
- Assist in building community partnerships.
- Apply best practices of community organizing and sustained resident engagement.

- Carry out activities that build social capital in the community.
- Recruit, interview, and train volunteers for community partnerships, strategies, and events, and recruit participants for workshops and seminars.
- Identify and help to develop local leaders.
- Promote NCALL and its services to the community through outreach and various forms of media.
- Create awareness of issues affecting the study area and craft campaigns to stimulate action.
- Assist the Work Groups, made up of community organizations, local government, and residents, as assigned to achieve collective action.
- Assist Manager with record keeping and data collection, reporting, planning focus groups, setting up key contacts, interviews and organizing community forums, etc.
- Assist with communication systems to sustain community partnerships and relationships, including a Restoring Central Dover newsletter, website updates, Facebook updates and database development.
- Perform other miscellaneous duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in sociology, psychology, communication and policy, or related field preferred.
- Minimum of 1 year of experience in community organizing/ engagement or related work.
- Strong background in Microsoft Word, Excel, and PowerPoint. Other programs are a plus.
- Strong research abilities.
- Ability to work both independently and collaboratively with team members, stakeholders, and neighborhood residents with diverse backgrounds.
- Excellent verbal and written communication skills.
- Strong organization and time management skills.
- Ability to lead and influence others to become leaders.
- Ability to attend weekend and evening meetings and events.
- Possess an automobile for required work related travel (mileage reimbursed).
- Self-directed, detail-oriented, and able to work independently.
- Excellent interpersonal skills to successfully interact with diverse stakeholders, including residents, funders, local government, police, steering committee, merchants, etc.

At NCALL, diversity, inclusion, and equal opportunity apply to both our workforce and the communities we serve. NCALL is an Equal Opportunity Employer.

Please submit a resume, cover letter and job application form (<https://ncall.org/about/careers/>) by October 22 to Chanda Jackson, Restoring Central Dover Program Manager at cjackson@ncall.org.