Community Engagement Manager/Organizer

Are you driven to create racial and economic justice? Are you smart, creative and adept at building relationships? If so, this may be the role for you! Located in Concord, CA, Monument Impact (MI) seeks a full-time, bilingual (Spanish/English), empathetic and self-motivated individual to join the MI team to lead our programs that engage Monument residents some of the most urgent issues of our times. This is a unique opportunity to make a significant difference in the lives of our predominately low-income, immigrant community and to be part of a movement for equity in Contra Costa County.

We are looking for an experienced community organizer/manager who can support and engage the community by building their leadership skills to build community power and advocate for equitable policies and programs that will improve the well-being of all Monument residents.

About Monument Impact
Since 2001, Monument Impact has worked with the Monument community of Concord, which is largely comprised of low-income immigrant families and people of color, to address barriers to economic advancement. Our mission is to engage with the community to provide training and tools in order for people to become economically self-sufficient, healthy and safe, civically engaged, connected to each other, and committed to lifelong learning.

Job Summary
Reporting to the Program Director, the Community Engagement Manager engages local residents in key programs to develop their capacity as leaders. The Community Engagement Manager serves as a valued member of the Management Team and has at least direct report—the Community Engagement Coordinator. Other direct reports, pending final word on funding, would include the Stand Together CoCo Organizer and Coordinator, two new positions that will be part of the rapid response network in Contra Costa County. S/he will provide leadership and organizing training for local residents to be proactive architects of the future of the community and ensure the community’s interests are actively represented in advocacy efforts. The successful candidate will enjoy building relationships with diverse constituencies such as MI’s day laborers, community promotores, local residents, faith leaders, partners and other stakeholders.

Areas of Responsibility

- Leadership Development:
  - Implement leadership trainings that will strengthen the capacity of community members to build power for their communities through in-depth skill building, leadership development and mentoring
  - Build a strategy for growing MI’s base in Concord
  - Engage with staff and local partners in establishing a robust rapid response network to ensure due process for any community members detained by ICE.
- Work with leaders to conduct listening sessions in the community and identify opportunities for local residents to engage in campaigns that will improve their lives
- Actively represent the MI community at different partnership and coalition meetings
- Connect residents with regular leadership opportunities such as advocating with policy makers, speaking to the media, and facilitating meetings

Program Management:
- Create detailed program plans, outlining deliverables and timelines, facilitating effective teamwork, and providing regular updates to Executive and Program Directors on the progress of programs and organizing efforts
- Work in collaboration with the Community Engagement Coordinator to support data collection in Salesforce, as well as support the writing of timely reports
- Other duties as assigned

Qualifications
- Bachelor degree preferred, ideally in education, sociology, social work or business. We value alternative forms of education and experience.
- Commitment to equity, social and economic justice and bottom-up social change
- Minimum three years’ experience in community organizing, developing leaders, managing programs and program budgets; supervision experience is ideal
- Bilingual (Spanish/English) is required with excellent communication skills, written and verbal, in both English and Spanish
- Proven success working in an underserved, multi-cultural environment and ability to build strong working relationships with diverse groups of people
- Ability to guide, direct, and support others to advocate for equity and inclusion
- Confident and creative thinker with outstanding management and time skills
- Ability to set boundaries and work in a fast-paced environment
- Demonstrated ability to track program outcomes and other participant data
- Computer proficiency in Outlook, Word, Excel and PowerPoint; experience with Salesforce or another database program is ideal

Compensation and Benefits
- This is a full-time, exempt position
- Compensation is commensurate with experience
- Benefits include medical, dental and vision, paid holidays and vacation.

Application Process
Qualified applicants should submit a resume, cover letter detailing your interest in this position, and three references to info@monumentimpact.org with the Subject Line: Community Engagement Manager/Organizer. LGBTQ, women, PoC are strongly encouraged to apply.