



Miami-Dade County, Florida

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Community Engagement Manager

Department: Community Engagement
Pay Grade: A5
FLSA Status: Exempt

JOB SUMMARY

The Community Engagement Manager is responsible for performing a variety of community driven duties with an emphasis on maintaining contact with community groups, parents and other caregivers, providing support to residents on children's needs, as well as evaluating and responding to community needs concerning children. The incumbent exercises independence of action and will possess considerable knowledge of community activities and needs for children and families and use considerable professional judgment in the performance of community engagement work.

This is a professional opportunity to work in community engagement with child service providers, parents and residents of the community. The community engagement manager conducts the most direct interactions between community residents and The Children's Trust. These interactions inform The Trust of matters of importance to residents of particular communities. The community engagement manager serves to mentor the leadership skills and opportunities for residents to influence positive changes for children and families. The incumbent will dialogue with the public on key issues affecting children and families through community engagement efforts to increase The Children's Trust's understanding, and ability, to meet these needs. The community engagement manager will also perform a variety of duties to provide assistance to parents to participate in increased civic engagement and advocacy on behalf of their children.

Supervisory Responsibilities

This position has no supervisory duties.

ESSENTIAL JOB FUNCTIONS

- Participates in meetings with individuals, community organizations, professional groups, neighborhood groups, houses of worship, corporations and other groups to promote an understanding of community needs.
- Mobilizes the community to respond to events and issues affecting children and families.

- Meets with community leaders to understand community issues and needs.
- Keeps informed on community information, demographic characteristics, growth patterns, projected municipal and community plans and other information affecting children and families by participation in meetings or by correspondence.
- Serves as a member of task forces involving county, state, private and nonprofit agencies engaged in responding to community needs and their priorities in child development, health and human services.
- Assists in planning and development of new community programs and in the expansion of existing program based on community priorities.
- Holds listening sessions and provides support for youth involvement forums. Plans and participates in special events.
- Must be able to travel to community meetings at various locations throughout the county during regular work hours and during occasional evenings, weekends or holidays.
- The incumbent must possess a valid Florida driver's license.
- Prepares reports of findings, conclusions and recommendations.
- Performs other duties as needed and determined by the chief public policy and community officer.

QUALIFICATIONS

Education and Experience:

Requires a Bachelor's Degree in Public Administration, Social Work, Child Development or related field; three (3) years' experience working with neighborhood and civic associations, boards, community groups, or within a social service agency in child and family services setting; or equivalent combination of education and experience.

Licenses or Certifications:

Valid State of Florida driver's license.

Special Requirements:

None.

Knowledge, Skills and Abilities:

- Knowledge of community engagement techniques.
- Knowledge of objectives and strategies of The Children's Trust.
- Knowledge of the economic, social and community needs relating to children and families in Miami-Dade County.
- Knowledge of departmental policies, plans, and procedures.
- Knowledge of modern office practices, plans, and procedures.
- Knowledge of Microsoft Word, Excel, PowerPoint, and other job-related computer programs and software applications.
- Skill in effective communication, both orally and in writing. Public speaking skills and the ability to develop material for use in outreach documents, including newsletters and legislative alerts are required.
- Ability to research projects on a timely basis and with thorough attention to detail.
- Ability to organize and analyze data.

- Ability to work effectively with staff, community groups, program directors, elected officials, parents and the general public.

WORKING CONDITIONS

In the course of daily work, the incumbent alternates between planning and administrative work in a normal office environment with comfortable air temperatures and adequate lighting and ventilation; and spending time in the field to attend neighborhood and community events/activities.

The Children's Trust of Miami-Dade County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

The Children's Trust of Miami-Dade County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Trust's policy is to employ qualified persons without discrimination on the basis of any protected characteristic, including race, color, religion, national origin, citizenship, sex, political affiliation, veteran's status, age, genetic information, sexual orientation, gender identity, to include transgender status, disability or status in any other group protected by federal/state/local law.