



MANAGER OF COMMUNITY ENGAGEMENT POSITION DESCRIPTION

Report To: Chief of Program, Strategy, & Impact Officer
Compensation: Salary \$70,000 - \$75,000
Job Classification: Exempt

Job Type: Full-time (40 hrs a week)
Location: Hybrid (remote & onsite on SI)

ABOUT PARTNERSHIPS

The mission of the Partnerships for Community Wellness (Partnerships) is to promote wellness and improve the health of the Staten Island community through collaboration and a multidisciplinary approach. Improving community health is a collaborative effort, and partnerships leverages trusted relationships to build coalitions to address SI public health issues. Partnerships has extensive expertise in convening diverse community stakeholders, utilizing data to drive decisions, and identifying evidence-based strategies to collectively approach complex health issues for the most at-risk communities on SI.

GENERAL SUMMARY

Partnerships seeks a Community Engagement Manager to lead the outreach team and to manage the Opioid Settlement funded public health vending machine project. This role is responsible for ensuring all program deliverables are met, supervising and leading staff towards outcomes, and implementing a robust outreach strategy. This position reports to the Chief Program, Impact & Strategy Officer.

Job Responsibilities:

Grants & Compliance Management

- Serve as primary point of program contact for public health vending machine project
- Prepare and submit high-quality reports as dictated by grant/program deliverables and supervisor assignment
- Maintain sufficient compliance with opioid overdose prevention program requirements

Required competencies: Time management, strong comprehension and writing ability, strong written and oral communication

Project Management & Oversight

- Clearly understand all required grant deliverables, project deliverables, and required tasks
- Work with Project Manager and Chief of Programs, Impact, and Strategy to develop and monitor workplans for outreach team strategies and activities
- Ensure all required deliverables and benchmarks are met
- Monitor required inventory, materials disseminated, and community members engaged & reached using tracking tools
- Order required supplies and materials for outreach team's success
- Liaise with IDS and other vendors as needed to implement required PHVM and other activities/deliverables
- Develop and implement systems for efficient stocking and maintenance of PHVMs and other ongoing outreach strategies



Required competencies: Project and program management, strong organization skills, adequate competency in Google Suite, Asana, and other data tracking tools, strong written and oral communication

Tabling and Engagement

- Manage the process of vetting, scheduling, and deploying the outreach team for tabling and other community events
- Ensure all outreach team members and volunteers are appropriately representing Partnerships, including but not limited to appropriate clothing, clear affiliation with the organization, and professionalism
- Work with team to ensure we are providing interpersonal interventions with community members at tabling and events (community education)
- Establish and maintain strategic partnerships to further outreach team's reach and impact
- Attend outreach and engagement events as needed
- Manage the training and deployment of volunteers/community health messengers/community members as needed

Required competencies: Strong team building and team dynamic skills, mastery of community engagement and behavior change strategies (Ex., motivational interviewing), clear written and oral communication, ability to adequately cascade messages/protocols from leadership to staff

Education & Training

- Schedule and dispatch relevant outreach team members to provide trainings within the department's scope
- Ensure all outreach team members are trained in appropriate department offerings
- Refine and update presentations with updated data and feedback as needed
- Dispatch evaluation tools (surveys, etc) in alignment with organizational processes to assess changes in knowledge and behavior
- Prioritize harm reduction and naloxone specific outreach and education in alignment with grant deliverables and department goals

Required competencies: Strong communication skills, culturally responsive communication and presentation delivery, strong facilitation and stakeholder engagement skills

Public Health Communication and Messaging

- Oversee creation of culturally responsive print and digital outreach materials
- Oversee creation of culturally responsive social marketing materials aimed at increasing community knowledge and influencing behavior change
- Effectively deploy communication materials into the community using in-person, digital, and mass media dissemination strategies

Required competencies: proficient with public health messaging/social marketing approaches, proficient with social media/design tools OR strong communication liaising with vendors and communication creative direction

Staff Supervision & Development

- Regularly meet with staff to assess: progress, areas for support, and ongoing professional development
- Document staff supervision and development using Partnerships required tracking tools
- Identify and support staff in obtaining external professional development as needed

Required competencies: Ability to lead (inspire, clearly communicate with, supervise) a team of individuals, empathy, ability to hold team accountable to clearly outlined deliverables and metrics



Cross Department Collaboration

- Collaborate with the Evaluation Department to establish metrics, monitor progress, and conduct evaluation activities as needed. This includes needs assessments, harm reduction dashboards, and focus groups
- Collaborate with the TYSA team to source ideas, input, and partnerships with TYSA members included but not limited to the Crisis Prevention & Intervention workgroup

Required competencies: Strong written and oral communication, proficiency in gathering actionable insights from data, ability to incorporate diverse thoughts/perspectives into strategy and materials

Requirements & Qualifications:

- Master's Degree in Public Health, Social Work, Sociology, or a related field is preferred with a minimum of a Bachelor's Degree in related field
- 2 plus years of experience in a Public Health or Non-Profit setting
- Strong understanding and passion for harm reduction approaches to substance use
- Strong understanding of the systemic conditions (e.g. classism, racism, etc) that contribute to poor behavioral health outcomes
- Knowledge of community organizing strategies - familiarity with collective impact is a plus
- Comfort level and familiarity with evaluating program outcomes, as well as collecting and applying qualitative and quantitative data methodology
- Comfort level with public speaking and community engagement
- Ability to work as part of a team and independently
- Ability to take initiative and accountability for multiple projects
- Ability to stay organized and meet deadlines while maintaining multiple projects
- Basic proficiency in full MS Office package – Word, Excel, PowerPoint, and Publisher
- Basic proficiency in G-suite
- Basic proficiency in using video conferencing platforms and project management software
- Knowledge of Staten Island Community
- Participate in annual conferences, as approved by DOHMH
- Detail oriented
- Excellent verbal and written communication skills

Compensation: \$70,000 - \$75,000

Please note that this role may require some evening and weekend work (in addition to your 40 hours) and travel to community events and conferences.

How to Apply: This is a full-time position that may require some travel for trainings and conferences as well as night and weekend events. Candidates interested in the position should send their cover letter and resume via email to Jazmin Rivera at jazmin@partnerships.nyc. Please include Manager of Community Engagement in the subject line.

Partnerships for Community Wellness is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

Partnerships has attempted to accurately describe this position but reserves the right to change, add, or delete tasks/duties outlined in this job description. Any changes will be at the sole discretion of Partnerships at any time. This job description in no way implies that these are the only duties to be performed by the employee occupying this position.



Employee Name: _____

Employee Signature: _____

Date: _____