



Community Engagement Coordinator

[Pima CommunityShare](#) is an innovative initiative of the Pima County School Superintendent's Office. Pima CommunityShare connects PK-12 educators and students in schools and out-of-school programs throughout Pima County with local community partners to ensure that all young people have access to the resources they need to reach their full potential.

Title: Community Engagement Coordinator

Location: Tucson, AZ

Job Type: Full-time Employee

Start Date: As soon as can be negotiated

Compensation: Commensurate with experience

Primary Responsibilities

- Develop an outreach vision and actionable strategy that identifies and engages diverse community partner groups and sectors (parents, businesses, nonprofits, associations, government entities, higher education, etc.)
- Coordinate strategy and planning with Pima CommunityShare staff
- Create presentations, flyers and other materials to share with community partners
- Identify and recruit new community partners based on requests from educators
- Connect with potential partners via phone, email, coffee, etc. every week and set a weekly target based on your Implementation plan
- Organize in-person and virtual events that invite community partners to join Pima CommunityShare and attend other organization's community events to build new relationships with potential partners
- Present to community partners and assist them as needed to create their online profile
- Utilize the CommunityShare platform to track usage, educator requests for partnerships, partner offers, and follow up on requirements for partnering with an educator (e.g. screening and training)
- Advise community partners who want to engage on longer-term projects with schools
- Design and maintain systems of recognition and gratitude for community partners
- Document engagements between partners, educators and youth through photography and/or other media formats
- Share photographs and stories with the Director of Communications for distribution
- Create an e-newsletters that highlights stories of impact and opportunities for engagement
- Collect and analyze impact data as appropriate
- Share regional progress updates and evaluation results with key stakeholders (educators, community partners, Pima CommunityShare staff, funders, etc.)
- Co-manage with Pima CommunityShare staff a small grants program to support projects

co-created by educators and community partners

- As needed, recruit and supervise volunteers and interns who can assist with community and educator engagement

Core Qualifications

- Experience with community engagement and outreach
- Experience developing a strategy and roadmap for community engagement that supports both online and in-person programming
- Experience creating compelling outreach materials and organizing events
- Exceptional presentation, writing and verbal
- Self-directed learner who also thrives in a collaborative environment
- Attention to detail and ability to multitask
- Deep commitment to creating a more equitable educational system and world
- Experience in the non-profit or education sector
- Experience gathering and analyzing impact data a plus
- Experience with volunteer management a plus
- Experience creating video and multimedia content a plus
- Bilingual a plus

Application Process:

Submit cover letter and CV to: Marianne.Landrith@pima.gov

Learn more about Pima CommunityShare at www.communityshare.org/pima