



**Announcement of Open Position**  
**Community Engagement and Program Manager**

*Lawrenceville United, a community-based non-profit organization working to protect and improve the quality of life of all Lawrenceville residents, is seeking a highly productive individual with strong interpersonal and communication skills who is passionate about community revitalization and able to work collaboratively and efficiently with residents and partner organizations.*

**About Lawrenceville United**

Lawrenceville United (LU) is an inclusive, resident-driven community-based non-profit organization dedicated to improving and protecting the quality of life of all Lawrenceville residents. LU envisions a safe, clean, green, healthy and diverse community where residents work together to shape the neighborhood's future, while honoring Lawrenceville's past. For more information on LU, please visit [www.lunited.org](http://www.lunited.org).

**Summary of Position**

Lawrenceville United seeks an individual with strong interpersonal and communication skills who is passionate about community revitalization and able to work collaboratively and effectively with residents and partner organizations to serve as the Community Engagement and Program Manager. The Community Engagement and Program Manager would help to develop and implement strategies to build relationships with community members, to connect residents to useful resources, and enhance civic engagement and resident empowerment. This is a full-time position that is dedicated to coordinating external communications and community outreach for the organization and the programs and projects it supports, managing the organization's membership activities, as well as coordinating special community events and projects. The Community Engagement and Program Manager will help to identify needs within the community, and will convene partner agencies to devise strategies to address those needs through special programs and initiatives. The Manager will support resident-driven groups and projects by providing technical assistance and support to the Lawrenceville Farmer's Market, Lawrenceville Tree Tenders, Lawrenceville Organic Community Garden, Bernard Dog Run, Lawrenceville Fireworks Committee, Lawrenceville Tree Park, Upper Lawrenceville greening, and others. The Manager will coordinate membership and community events throughout the year, and will respond to resident requests and concerns. The Manager will manage the Senior AdvantAGE Program, and will measure and assess the performance of these programs.

**Reporting Relationship**

The Community Engagement and Program Manager reports to the Executive Director and will be responsible for recruiting and managing interns and volunteers.

**Responsibilities**

- Manage organization's external communications by managing the website, e-newsletter, annual newsletter, social media, and other outreach, marketing, and networking tools.
- Coordinate and support community events and fundraisers through formulation, organization, sponsorship, execution, recognition, and evaluation.
- Coordinate community restoration and beautification events in collaboration with partner agencies and resident-led volunteer groups.

- Manage databases specific to quality of life issues and cases, membership, events, volunteers, and programs.
- Build and maintain relationships with residents, community stakeholders, and organizations.
- Respond to resident inquiries, requests, and concerns daily.
- Provide technical assistance, support, financial oversight, and build/ manage/ oversee volunteer framework for resident-led groups, block watch network, and partner agencies.
- Manage Senior AdvantAGE Program.
- Oversee Community Service Program by connecting adjudicated youth and young adults with local volunteer and service opportunities.
- Measure the efficacy of initiatives and programs through annual surveys, data analysis, and other performance measurement methods.
- Support Executive Director in managing business and work plans, and in the creation and facilitation of new initiatives and projects.
- Support Executive Director with fundraising efforts: grant proposals, data analysis, research and reports for use in fundraising
- Assist with office and administrative functions when necessary.
- Assist with other Lawrenceville United and partner events and programs as necessary.

### **Qualifications**

- A Bachelor's Degree in a related field, or equivalent experience, plus 2-3 years' experience in community outreach, community planning, event management, project management, or related field.
- Knowledge and understanding of the Lawrenceville community.
- Valid PA Driver's License
- Act 33/34 Clearance (LU can file for this if not already in hand)
- Knowledge and command of Microsoft Professional Suite Products, Adobe Creative Suite Products, Salesforce, Google maps and fusion tables, extensive knowledge of Microsoft Excel, and Wordpress.

### **Skills**

- Strong interpersonal skills, including the ability to build relationships with diverse populations.
- An innovative, open-minded, and positive approach to all aspects of work.
- Demonstrated organizational skills with project and event management.
- Demonstrated communication skills, including verbal, written and public speaking.
- Analysis and synthesis skills, including the ability to collect information, determine key objectives, and act strategically.
- Ability to work independently, take initiative, and handle a variety of activities concurrently.
- Available to attend evening and weekend community events and meetings.
- Experience in facilitating public meetings and other public forums.
- Ability to lift at least 25 lbs., and stand/ walk for extended periods of time.
- Exceptional organizational and planning skills.
- Passion and dedication to community organizing, revitalization, and development.

*Lawrenceville United offers a competitive salary commensurate with experience (\$33,000 - \$38,000) and full health benefits. Lawrenceville United is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.*

**Interested candidates should submit a cover letter and resume to Dave Breingan at [Dave@LUnited.org](mailto:Dave@LUnited.org) by March 1, 2016. Please use your cover letter to describe what aspects of the job interest you the most.**