



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-driven 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. Our primary programs and focus areas include community development and community planning, community beautification, supporting older adults to age in place successfully, expanding food access, advocating for housing justice, and providing direct support to residents. We're committed to hiring and supporting a diverse workforce. LU is an equal opportunity employer and qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply. For more information about LU, please visit www.LUnited.org.

Summary of Position

The Community Engagement and Program Manager (CEPM) is a full-time position at LU. The CEPM coordinates all outreach and communication for the organization, manages a couple key programs, runs all LU's community events, serves as the direct liaison to membership and several resident-led volunteer groups, and is the primary point of contact for general inquiries and quality of life issues from residents.

Reporting Relationship

The CEPM reports to the Executive Director. Many programs that the CEPM oversees have advisory committees comprised of residents and stakeholders for support and guidance. The CEPM is responsible for recruiting and managing volunteers and interns.

Responsibilities

Program Management & Support

- Coordinate community restoration and beautification initiatives in collaboration with partner agencies and resident-led volunteer groups, including Duncan Park Neighbors, the Lawrenceville Tree Tenders, Lawrenceville Organic Community Garden, Lawrenceville Tree Park, Bernard Dog Run, and others.
- Manage the AdvantAGE Program, a free program for residents 55+ to support successful aging in place.
- Manage implementation of the revitalization of Duncan Park, per the Upper Lawrenceville Vision Plan.
- Provide support to the Lawrenceville Farmers Market and LU Friday food distributions.

Communication and Outreach

- Manage organization's external communications by updating the website, weekly e-newsletter, mailings, social media, and other outreach and communication tools.
- Manage databases specific to membership, events, volunteers, and quality of life cases.
- Build and maintain relationships with residents, community stakeholders, and organizations.
- Respond to resident inquiries, requests, and concerns daily.
- Recruit and process new members.

Event Coordination

- Coordinate community events and fundraisers through planning, organization, sponsorship, execution, and evaluation.
- Provide support to resident-led events like the Independence Day Celebration, block parties, etc.

Other

- Measure the efficacy of initiatives and programs through annual surveys, data analysis, and other performance measurement methods.
- Recruit and manage volunteers for various LU programs and events.
- 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

- Either 5 or more years' experience in community outreach, community planning, organizing, event management, project management, or related field with a high school diploma or GED; or Bachelor's Degree in a related field, plus minimum of 2 years' experience.
- Knowledge and understanding of the Lawrenceville community and the Pittsburgh community development landscape.
- PA Criminal Background Check, PA Child Abuse History Clearance, and FBI Criminal Background check (LU can file for these if not already in hand)
- Knowledge and command of (or ability to learn) social media (Facebook, Twitter, NextDoor, Instagram), Microsoft Office, Google Drive office suite, MailChimp, Salesforce (or other CRM), Wordpress, and Adobe Creative Suite Products.

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 in a fast-paced office environment.
- Available to attend occasional evening and weekend community events and meetings.
- Comfort with facilitating community meetings and other public forums.
- Passion and dedication to community-driven development, community organizing, and equity.
- Certain duties of this position have historically required driving the LU pickup truck and the ability to carry up to 25 lbs from time to time, but we prioritize inclusion and reasonable accommodations will be made if needed

Salary

Lawrenceville United offers a competitive salary commensurate with experience (\$45,000-\$50,000) and a generous benefits package including full health benefits, life insurance, and SIMPLE IRA.

Interested candidates should submit a cover letter and resume to HR@lunited.org by December 31, 2022. Please focus your cover letter on what aspects of the job interest you most.