



## Job Description

**Title:** Community Engagement Associate

**Status:** Exempt

**Reports To:** External Affairs Director, works closely with the Research & Policy team

**The Opportunity:** Connecticut Voices for Children is expanding its External Affairs team. External Affairs is responsible for sharing knowledge and growing movements for sustainable change. To achieve this we take a critical lens to the accessibility of the work of CT Voices, share knowledge and develop opportunities for diverse groups to shape our work, build relationships and coalitions to co-create and advance our legislative agenda, and host events across the state in service of our vision and mission. As such, CT Voices seeks a Community Engagement Associate with a strong background in organizing and advocacy, working with diverse communities, building movements and mobilizing stakeholders for change. The Community Engagement Associate will help to build a cohesive outreach strategy that considers all pieces of our work that touches external stakeholders. Connecticut Voices for Children is a “think and do” tank working to ensure that Connecticut is a thriving and equitable state where all children have an opportunity to achieve their full potential. We provide trusted, quality research, recommendations and advocacy that advance public policy and investments to improve the well-being of Connecticut’s children and families, specifically those that have been historically disadvantaged. For more about our work and our staff, please visit [www.ctvoices.org](http://www.ctvoices.org).

### Major Responsibilities

- Build a strong base of support for the work of CT Voices in various communities
- Represent CT Voices at community meetings and public events as needed
- Execute on strategies to share knowledge and build power within communities
- Develop and maintain relationships with external stakeholders to grow diverse networks and coalitions of supporters to move our policy and legislative agendas forward
- Partner with EA team to tell the story of the work of CT Voices through carefully curated events that give the broader community an opportunity to interact with our work
- Partner with the Events & Special Projects Associate to execute an events protocol that incorporates community voices
- Collaborate with the Research & Policy team to understand the overarching research strategy and set a community engagement plan based on this work
- Partner with the EA team + Research & Policy team to present our data to external stakeholders in accessible and compelling ways through community-centered data walks and/or focus groups
- Work with the External Affairs Director and Executive team to implement local- and state-based strategies to advance research and policy priorities and desired outcomes
- Develop and coordinate various issue campaigns
- Create an interactive and compelling newsletter to communicate with the base of supporters you’ve built to keep them informed and ready to join campaigns for change, and work with the Events & Special Projects Associate to manage distribution

## Qualifications

- At least 3-8 years of professional experience
- A commitment to work with anyone to do good and advanced shared interests
- Experience in movement building and growing power for diverse communities
- An ability to develop strategic and tactical plans to achieve outcomes
- A deep understanding of local and/or state policy and political landscapes
- An excitement for thinking creatively and a willingness to experiment with new ways to engage and activate residents and partners
- Ideal candidate will have competencies in digital organizing, planning and management in support of field, electoral, and/or issue campaigns
- Knowledge of and proficiency in MS Office, Google Docs, and related campaign software
- Excellent communication and people skills
- Strong decision-making and problem-solving skills
- A drive to deepen your own knowledge and a focus on life-long learning
- A willingness to transform yourself and our organization to be more impactful in our efforts
- Ability to work in a fast-paced, deadline-driven environment, juggle multiple projects at once, and deliver excellence independently and collaboratively
- Ability to work both independently and as a team member in a busy office with personal enthusiasm, optimism, humility, and a sense of humor
- Demonstrated commitment to the mission and values of Connecticut Voices

**Salary:** Commensurate with experience. Generous benefits.

**To apply:** Please send your resume/cv and answers to the questions below to our team: [hr@ctvoices.org](mailto:hr@ctvoices.org). The subject of your email must follow the formula: “Community Engagement Associate\_Last Name\_First Name” in order to be considered.

## Questions

1. What role does race and class play in politics?
2. What would be your lens in approaching these issues in coalition building and organizing?
3. What does equity mean to you in the context of this role?
4. Is there an experience relevant to this role, that is or is not on your resume, that you would like to provide more information to us about?

The totality of your responses to the aforementioned questions should be no less than 2 pages and no more than 4 pages.

## Download the job announcement (PDF)

*Connecticut Voices for Children is an equal opportunity employer, and as such, takes affirmative action to insure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.*

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