



33 Whitney Avenue
New Haven, CT 06510
203.498.4240

Job Description

www.ctvoices.org

Title: Community Engagement Associate

Status: Exempt

Reports To: Local Strategies Deputy Director, works closely with the Power Building and Advocacy Director

BACKGROUND

The Power Building and Advocacy team of Connecticut Voices for Children (CT Voices) is responsible for sharing knowledge and growing movements for sustainable change. The team works to develop deep relationships with community partners, impacted communities, and decision-makers. It focuses on building up and partnering with coalitions, hosting events across the state in service of our vision and mission, helping values-aligned partners tell their authentic stories and experiences, executing issue campaigns, and advancing a comprehensive policy agenda. We sustain and grow an organized base of people through our economic justice coalition, shift public discourse, and move with communities to action in order to advance economic justice. Our organizing and campaigning strategies are rooted in racial equity and building power with communities. Most importantly, we do the work of imagination.

CT Voices seeks a Community Engagement Associate with a strong background in organizing within Latiné and Spanish-speaking communities, advocacy, identifying impactful relationships, building movements, working collaboratively and mobilizing stakeholders for change. This organizer will work with immigrant, asylum seeking, and refugee communities.

MAJOR RESPONSIBILITIES

Community Engagement and Organizing: Authentically engage stakeholders in mutual relationships within **Latiné + Spanish-speaking communities** that allow us to move these stakeholders to critical action on issue campaigns

- Execute, with the Power Building and Advocacy team, mass base-building strategies and tactics that center deep relationships in order to move stakeholders to critical action on issue campaigns and ultimately advance the organization’s vision. This includes sharing knowledge on program priorities and building power within communities on an ongoing basis. Additional activities and tactics include but are not limited to the following:
 - Plan and execute (from “soup-to-nuts”) everything pertaining to our various coalition meetings (e.g. agenda setting, outreach to attendees, outreach and prep of speakers, and facilitation of running the meetings, etc.) to ensure the meetings are highly thoughtful, organized and seamless.
 - Attend coalition meetings held by our partners to remain abreast of their priorities
 - Hold weekly 1:1’s with partners and potential partners to continue to develop and deepen relationships in order to be able to make the “ask” to take action on behalf of our issue campaigns and/or legislative advocacy when needed
 - Collaborate with the Local Strategies Deputy Director on identifying and executing additional ways to build deep relationships within communities

- Collaborate with the Local Strategies Deputy Director to identify values aligned community-based organizations, non-profits, and grassroots organizers to partner and engage residents on our program priorities.
- Execute innovative strategies and tactics within our mass base movement building plan that get us to scale, expanding our coalition numbers incrementally and exponentially. This includes the following:
 - Represent CT Voices at community meetings and public events, sharing information on our issue campaigns during these meetings and events (and sometimes but not always calling folks to action), and finding creative ways to engage attendees in our work
 - Work with the Power Building and Advocacy Team to develop innovative social media strategies centered around mobilizing partners and potential supporters
 - Create and manage an interactive and compelling newsletter to communicate with the mass base of Spanish-speaking supporters you've built to keep them informed and ready to engage on critical action

OTHER RELATED TASKS

- Coordinate with the Local Strategies Deputy Director to ensure diverse communities and voices are participating during our organization wide events
- In coordination with the Power Building and Advocacy Team, rapidly pushout information and “asks” to our mass base of various coalitions with specific legislative advocacy actions (i.e. critical action on issue campaigns) as needed
- Organize and maintain relationship database with up-to-date notes on relevant stakeholders
- Other tasks as assigned by the Local Strategies Deputy Director

Preferred Qualifications

- The strongest candidates will have at least 5-8 years of professional experience working predominantly in Spanish-speaking communities within Connecticut, specifically within a movement building or organizing capacity.
- Ideal candidate will be an effective public speaker.
- Extremely organized and specifically experienced with data organization.

Qualifications

- At least 3-5 years of professional experience
- Excellent communication and people skills; specifically, an ability to lead and facilitate meetings, trainings, and/or group gatherings that move people to action
- An ability to speak, read & write in Spanish
- An ability to translate English to Spanish in real time
- Knowledge of diverse Spanish-speaking communities and their socio-economic and political landscapes
- Experience in movement building and growing power for diverse communities
- An ability to develop strategic and tactical plans to achieve outcomes
- Competencies in digital organizing, planning and management in support of field, electoral, and/or issue campaigns
- A commitment to work with anyone to do good and advanced shared interests
- A deep understanding and commitment to a team focused on long term change
- An excitement for thinking creatively and a willingness to experiment with new ways to engage and activate residents and partners while also knowing when it's not appropriate to take risks

- Knowledge of and proficiency in MS Office, Google Docs, and related HR software
- Open minded to learning new and innovate ways to organize
- 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 of CT Voices

[NOTE: This job likely requires unusual work hours as well as ability to travel with a car.]

Salary: The starting salary for this position is \$55,000-\$65,000. Generous benefits.

To apply: Please send your resume/cv and cover letter to: NTeeling@ctvoices.org. The subject of your email must follow the formula: “Community Engagement Associate_Last Name_First Name” in order to be considered.

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.