



POSITION TITLE:	Community Engagement Specialist (Outreach & Campus Services)
REPORTS TO:	Program Manager, Campus Services
FLSA STATUS:	Non-exempt
JOB TYPE:	Full Time -In Person
SALARY:	\$23.00-28.00/hr.

POSITION SUMMARY:

The Community Engagement Specialist supports the Program Manager of Campus Services by developing and maintaining strategic community partnerships, coordinating campus-based engagement activities, and increasing participation in services among individuals experiencing homelessness, with a particular focus on youth and young adults. This position serves as a key liaison between the organization and community partners, ensuring that campus programs are responsive to client needs and connected to available community resources.

The Community Engagement Specialist is responsible for identifying partnership opportunities, coordinating on-campus service delivery, facilitating youth engagement initiatives, and tracking outcomes that contribute to improved client wellness, self-sufficiency, and housing stability. The ideal candidate is relationship-focused, highly organized, results-driven, and passionate about serving vulnerable populations through a trauma-informed and strengths-based approach.

Essential Duties and Responsibilities

Partnership Development & Community Engagement

- Identify, cultivate, and maintain relationships with community organizations, educational institutions, healthcare providers, employers, volunteer groups, and service agencies.
- Coordinate a minimum of 4 new partner-led engagement activities, workshops, or resource events per month.
- Develop and maintain a comprehensive database of community partners and available resources.
- Track partner utilization and evaluate the effectiveness of partnerships in meeting client needs.
- Represent the organization at community meetings, networking events, and collaborative initiatives.

Youth Programming & Engagement

- Develop and coordinate youth-focused programming that promotes education, employment readiness, life skills, wellness, recreation, and social connection.
- Engage a minimum of 400 unduplicated youth and young adults annually through outreach activities, workshops, campus programming, or referrals to services.
- Conduct outreach and engagement activities designed to increase participation among youth and young adults experiencing homelessness.
- Collaborate with internal departments and external partners to provide age-appropriate and culturally responsive activities.
- Facilitate workshops, events, and activities that encourage youth participation and connection to supportive services.
- Ensure at least 75% of engaged youth are connected to one or more supportive services (housing, employment, education, healthcare, case management, ect.)
- Support youth in accessing housing, healthcare, educational, employment, and community resources.

Campus Coordination & Logistics

- Coordinate and successfully execute 95% of scheduled partner activities and events without cancellation due to organizational oversight.
- Coordinate scheduling and logistics for on-campus partner services, workshops, events, and activities.
- Ensure campus resources and spaces are prepared for partner and client engagement activities.
- Work collaboratively with shelter, case management, health services, and essential services teams to maximize service accessibility.
- Assist with planning and implementation of special events, volunteer activities, and community engagement initiatives.
- Maintain accurate records of services, activities, attendance, and partner interactions.
- Prepare reports and presentations regarding outreach efforts, partnerships, and engagement outcomes.

Administrative Responsibilities

- Maintain accurate documentation and data tracking related to outreach activities, partnerships, and program outcomes.
- Collect and analyze performance data to support program improvement efforts.
- Prepare monthly reports highlighting progress toward established goals and performance indicators.
- Support grant reporting and outcome measurement requirements as assigned.

What You Bring

Education & Experience

- Bachelor's degree in Social Work, Human Services, Public Administration, Communications, Marketing, Community Development, or a related field preferred.
- Associate degree with equivalent relevant experience may be considered.
- Minimum of two (2) years of experience in community outreach, partnership development, youth services, nonprofit programs, or a related field.
- Experience working with individuals experiencing homelessness or other vulnerable populations preferred.
- Demonstrated experience building and maintaining professional partnerships.
- Experience coordinating events, programs, or community initiatives preferred.
- Ability to engage diverse populations in a respectful and culturally responsive manner.
- Knowledge of trauma-informed care and strengths-based service approaches.
- Strong organizational and project coordination abilities.
- Ability to work independently while managing multiple priorities.
- Proficiency in Microsoft Office applications and data tracking systems.
- Ability to analyze outcomes and utilize data to improve program performance.

Physical Requirements

- Ability to walk throughout campus facilities and outdoor areas.
- Ability to lift up to 25 pounds occasionally.
- Ability to attend community meetings and events both on and off campus.
- Ability to sit, stand, bend, and move throughout the workday

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision Insurance
- Paid time off

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