

## **Community Engagement Coordinator Excelsior Action Group**

### **The Organization**

The Excelsior Action Group (EAG) is a community-driven organization made up of residents, merchants and community organizations actively developing & implementing a vision for the future of the Excelsior, Outer Mission, and Broad and Randolph commercial corridors. EAG executes a dynamic program to strengthen commercial corridors, that includes, but is not limited to, business support and attraction, neighborhood beautification, and small business promotion. The Executive Director, EAG's active Board of Directors, and volunteer sub-committees collaborate to achieve EAG's mission and program for corridor revitalization. The Community Engagement Coordinator will assist the Executive Director in coordinating and implementing a variety of hands-on projects in keeping with EAG's mission. The Community Engagement Coordinator will report directly to the Executive Director.

### **Candidates**

This position is ideal for an individual seeking hands-on experience implementing and executing programs directly benefiting small businesses and the neighborhood commercial district. The candidate should have a strong interest in economic and community development and a background in building community around project development and completion. The candidate should have a strong interest in making a difference in the historically underserved Excelsior, Outer Mission, and Broad and Randolph neighborhoods in San Francisco. The candidate will be expected to be an integral member of a fast-paced team in a highly dynamic, casual, and fun office. Experience in marketing, grassroots community organizing, and/or event planning is preferred. The ability to speak Cantonese, Spanish or Tagalog is a plus.

### **Responsibilities**

EAG's Community Engagement Program supports local entrepreneurs by promoting small businesses through fostering improved engagement of the local community with the commercial corridor through events, marketing, and corridor projects. The program will be led by the Community Engagement Coordinator and will be supported by neighborhood volunteers. Responsibilities include:

- Working with small business owners and partner organizations on marketing strategies for small businesses.
- Coordinating and connecting small businesses to corridor-wide events and implementing individual small business events: such as Grand Openings, Holiday Events, Small Business Saturday, and others.
- Supporting EAG's Vibrancy Committee to enhance the ambiance of the commercial corridor through projects such as the Excelsior Arts and Music Festival, the Kenny Alley Beautification Project, Ever Upward Plaza, and/or Art Walks.
- Engaging community members with the commercial corridor by working with partner organizations.
- Recruiting and managing volunteers for community events and projects.
- Ensuring that the EAG database of volunteers and community stakeholders is up to date, accurate and comprehensive.
- Contributing to the development and maintenance of the EAG website.
- Reporting to the Executive Director on the above tasks.
- Representing EAG at various community meetings.
- Performing other duties as assigned by the Executive Director.

## Qualifications

An undergraduate degree required, a graduate degree a plus, two years' work experience in marketing, public relations, urban planning, volunteer management, public policy or related field.

The ideal candidate will demonstrate:

- Social media marketing and other media marketing experience.
- Presentation and public speaking experience; advocacy, volunteer training, or facilitation of committee meetings.
- Comfortable engagement with stakeholders, including neighborhood organizations, local nonprofit organizations, merchant groups, City Departments, and elected officials
- An understanding of local economic development and open space stewardship tools.
- Experience organizing volunteer-driven events.
- A genuine interest in and experience with place-making and urban revitalization.
- Proven experience managing consultants and projects.
- The ability to effectively manage and prioritize multiple tasks in fast paced environment.
- A positive attitude; problem-solver.
- The ability to take initiative and set and meet goals independently.
- The ability to communicate and build partnerships with different constituencies.
- Excellent organizational skills.
- Design skills are a plus.
- Bilingual Cantonese/Mandarin and/or Spanish speaking preferred but not required
- Familiarity with the Excelsior, Outer Mission, or Broad and Randolph communities is a plus

## Hours/Schedule/Compensation

This is a 12-month full-time position with the possibility of an extension, if funding allows. \$45,000/year with fringe benefits package, training and leadership development opportunities, and opportunities for growth. Available for evening meetings, generally from 6-8pm and work on some weekends as needed.

## Contact

Send resumes and cover letter via email to Stephanie Cajina at [scajina@eagsf.org](mailto:scajina@eagsf.org) (Subject: "2018 EAG Community Engagement Coordinator Application"). For more information about the position call (415) 769-5115 or [scajina@eagsf.org](mailto:scajina@eagsf.org) email for more information. All applications due by **Friday, December 14, 2018**. EAG is an equal opportunity employer.