

## **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 working with a diverse group of stakeholders, in particular small business owners and, getting fully-immersed, implementing and executing programs directly benefiting small businesses and the neighborhood commercial district. The candidate will have a strong interest in economic and community development and background in building community around project development and completion. The candidate will have a strong interest in making a difference in historically underserved 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. Preferred experience in, marketing, grassroots community organizing, or event planning. Ability to speak Cantonese, Spanish or Tagalog is a plus.

### **Responsibilities**

EAG's Community Engagement Program supports local entrepreneurs through the promotion of small businesses and 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, and Small Business Saturday, and others
- Supporting EAG's Vibrancy Committee with helping to improve the environment of the commercial corridor through volunteerism, in projects such as The Excelsior Arts and Music Festival, Kenny Alley Beautification Project, Ever Upward Plaza, and/or Art Walks.
- Community Engagements: Engage community members with the commercial corridor by working with partner organizations
- Recruit and manage volunteers for community events and projects.
- Ensure EAG database of volunteers and community stakeholders is accurate and comprehensive
- Contribute to the development and maintenance of the EAG website
- Report to the Executive Director as follows: update on progress of small business events and volunteer led community initiatives
- Represent EAG at various community meetings
- Other duties as assigned



933 Geneva Avenue, Suite B | San Francisco CA 94112 | Telephone: 415.769.5115 | Website: [www.eagsf.org](http://www.eagsf.org)

## **Qualifications**

Undergraduate degree required, graduate degree a plus, 2 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
- Proven experience managing consultants and projects
- Positive attitude; problem-solver
- Ability to take initiative and set and meet independent goals
- Ability to communicate and build partnerships with different constituencies
- Excellent organizational skills
- Comfortable engaging with stakeholders including neighborhood organizations, local nonprofit organizations, merchant groups, City Departments, and elected officials
- Understanding of local economic development and open space stewardship tools
- Experience organizing volunteer-driven events
- Genuine interest and experience in place-making and urban revitalization
- Ability to effectively manage and prioritize multiple tasks in fast paced environment
- 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: "2019 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, January 4, 2019**. EAG is an equal opportunity employer.