



Job Title: Community Engagement Coordinator	Reports to: Community Engagement Manager
Work Status: Full Time	FLSA Status: Exempt
Updated: 05/10/2021	Approved by: Ashley Carvalho

Pittsburgh Parks Conservancy (PPC) Mission Statement:

Improving quality of life for the people of Pittsburgh by restoring the park system to excellence in partnership with government and the community. Projects and programs are conducted with respect for the environment, historic design, and the needs of our diverse region.

Position Summary:

The Community Engagement Coordinator will work as a part of the Planning and Community Engagement team, under the direction of the Community Engagement Manager. This position will be responsible for engaging with community members, local government entities, and partner organizations to build trusting relationships, understand community priorities, and support a strong network of park advocates. This position will assist with the development and implementation of public engagement plans to seek input and maximize participation during park planning processes, capital project implementation, and other park projects. This position will also support ongoing engagement initiatives such as PPC’s Park Friends groups, Park Champions, Watershed Task Forces, and Pittsburgh Parks Prescription. Duties will include representing PPC at community meetings and events, coordinating PPC-hosted community meetings, maintaining partner contact lists, and tracking engagement activities.

The ideal candidate is committed to community-building, loves parks, uses Pittsburgh’s public parks and will proactively and effectively support and strengthen the community engagement activities of the PPC.

Position Duties:

Performs under the general supervision of the Community Engagement Manager and is responsible for, but not limited to, the following duties:

- Build and sustain relationships with community members, partner organizations, and local government entities.
- Assist with development and execution of public engagement plans for projects and programs.
- Represent PPC at community meetings, events, and partner coalitions throughout Pittsburgh.
- Maintain partner contact lists.
- Coordinate community/project meetings and events, both for virtual and in-person settings. Includes scheduling, securing meeting spaces, preparing and transporting event materials, facilitating small group discussions, and recording notes and feedback.

- Assist with administrative tasks to support PPC planning and engagement initiatives such as Park Champions, Friends groups, Watershed Task Forces, and Pittsburgh Parks Prescription.
- Conduct outreach activities such as staffing tabling events and assisting with volunteer events and programs.
- Track and assist with data entry related to community engagement activities to aid in preparation of reports.
- Perform other related duties as apparent or assigned.

The Way We Work - The Employees of the Pittsburgh Parks Conservancy:

- Foster meaningful interaction and collaboration amongst diverse individuals.
- Conduct themselves at all times in a professionally appropriate and respectful manner.
- Demonstrate respect and sensitivity for cultural differences.
- Consistently work toward the common good of the organization and encourage others to do the same.
- Apply the proper safety/security practices according to established protocols, guidelines and policies.
- Maintain strong work ethic and demonstrate flexibility.

Training and Experience (position requirements at entry)

- Bachelor's Degree from an accredited university OR combined experience of 2 years in community engagement, community development, recreation, or other relevant work experience.
- Experience building successful partnerships and sustaining positive relationships within community-based settings.
- Strong proficiency in Excel, Word, Outlook, and PowerPoint is required.

Knowledge of (position requirements at entry)

- General knowledge of urban park and greenspace systems, environmental sustainability, and/or community development.
- General knowledge of best practices in community engagement.
- Strong familiarity with Pittsburgh neighborhoods and the Pittsburgh Parks Conservancy's mission, key stakeholders, and audiences.
- Strong commitment to equity.

Skills and Ability to (position requirements at entry):

- Exceptional listening and interpersonal skills, comfortable interacting with people of all backgrounds, ages, and abilities.
- Strong communication skills, both written and verbal.
- Establish and maintain effective, respectful and productive working relationships.
- Demonstrate strong organization and time management skills.
- Negotiate and meet deadlines and prioritize issues, identifying which issues require immediate attention and taking effective and appropriate action.
- Solve problems and effectively handle critical, controversial, confidential, and/or sensitive matters.
- Work cohesively within a team environment, adapt to changing conditions and situations, while also able to independently complete job tasks.
- Ability to regularly work flexible hours, including evenings and weekends.

- Understand and appropriately adhere to and communicate PPC policies and procedures.

Other Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, finger, feel, grasp, lift, talk, see, hear and perform repetitive motions. The ability to remain in a sitting or standing position for extended periods of time.

The ability to safely operate a motor vehicle as incumbents are subject to local travel to and from work locations. Operating equipment requiring continuous or repetitive hand/arm movements.

The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces.

Exerting up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. The work may occasionally involve the ability to lift up to 50 lbs.

Regular evening and occasional weekend work is required to perform the duties of this job.

The PPC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.