



community revitalization inc.

## **Community Engagement Liaison**

The Community Engagement Liaison is a member of LINC's Community Engagement and Advocacy team and is called to serve as a LINC "ambassador" to the community and to implement community planning processes and neighborhood engagement strategies to ensure that the voice of the community is heard, and their potential maximized to create real and long-term impact. The Community Engagement Liaison is particularly charged with building strong neighborhood connections with stakeholders, identifying, and helping develop emerging leaders, and implementing sustained neighborhood engagement and outreach efforts for successful community planning implementation. The Liaison will then be responsible for direct and authentic community engagement/outreach, providing program support and recruitment for LINC's programs and partners, and connecting residents to leadership development opportunities.

### **Responsibilities:**

#### **Community Organizing and Outreach**

- Serve as a liaison between the selected neighborhood and LINC.
- Conduct extensive community outreach in the selected neighborhood, including a strong presence at community events and meetings where there is opportunity for outreach.
- Establish, maintain and deepen relationships with community-based and/or faith-based organizations, schools and businesses in the neighborhood.
- Establish and maintain positive relationships with grassroots leaders in the neighborhood, significantly increasing pipeline of neighborhood leaders.
- Make presentations to community groups to share information about LINC programs and services.
- Recruit residents to participate in the LINC's Leadership Academy and other LINC training and capacity building efforts.

#### **Community Planning**

- Develop and implement outreach activities to engage community members in the planning process.
- Participate in co-design process for community planning.
- Assist with the co-design and facilitation of community planning meetings.
- Cast vision for community meetings and create basics for logistics for community planning meetings.



community revitalization inc.

- Assist with keeping records and preparing reports of community planning meetings and activities.
- Follow up on all inquiries and next steps identified in community planning process.
- As a result of their engagement efforts, increases participation and engagement of target populations in community planning meetings.
- Help collect and track data on key community issues.
- Other responsibilities based on needs of the organization and as assigned from time to time.

### **Primary Objective:**

The Community Engagement Liaison will then be responsible for direct and authentic community engagement/outreach, providing program support and recruitment for LINC's programs and partners, and connecting residents to leadership development opportunities.

The Community Engagement Liaison also helps initiate, coordinate, and implement a variety of activities and neighborhood projects offered by LINC including co-design and facilitation of community planning meetings, participate in learning activities, and other neighborhood projects as assigned.

The Community Engagement Liaison is expected to work closely with team members to engage and empower residents and stakeholders to help promote LINC's initiatives by educating communities for a culture for learning.

### **Knowledge**

Candidate must have proficient knowledge in the following areas:

- Knowledge of community building principles and practices.
- Knowledge of Civic principles and practices.
- Knowledge of city and state government and ability to navigate systems.
- An ability to manage multiple projects efficiently to achieve results.
- An ability to listen and respond to diverse views.
- Demonstrated cultural competence.
- Understanding of LINC's Strategic Plan and Department goals.



community revitalization inc.

## **Skills**

Candidate must demonstrate the following skills:

- Proven project management skills
- Team building skills
- Excellent facilitation, analytical, problem-solving, and planning skills
- High-energy, positive team player
- Self-motivated, collaborative problem solver
- Comfortable and adept at building relationships in diverse communities
- Highly organized with deliberate focus and careful attention to detail
- Knowledge of community building principles and practices
- An ability to manage multiple projects efficiently to achieve results
- Excellent analytical, problem-solving, and planning skills
- Has experience working with diverse community groups
- Works well with others in a challenging environment
- Excellent skills in public relations
- Demonstrated ability to meeting multiple deadlines
- Ability to support Director/Co-workers

## **Personal Attributes**

Candidate must demonstrate the following personal attributes:

- High level of Integrity
- High level of strict confidentiality
- Honest and trustworthy
- Respect for all people
- Possess cultural awareness and sensitivity
- Flexibility
- Demonstrate sound work ethics

The Community Engagement Liaison will possess a BA or BS degree from an accredited institution or a combination of three-year experience in related field.



community revitalization inc.

## **Working Conditions**

### *Physical Demands*

The Community Engagement Liaison will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Community Engagement Liaison may also have to do some light lifting of supplies and materials from time to time.

### *Environmental Conditions*

The Community Engagement Liaison will have to manage time to effectively manage multiple deadlines and goals.

### *Sensory Demands*

Sensory demands include one-on-one conversations in person, on the phone, and use of the computer. The Community Engagement Liaison will be in an office environment that may be noisy and/or busy at times.

### *Mental Demands*

The Community Engagement Liaison will have to manage multiple projects any given time and need to respond to various requests within tight deadlines.

## **Statement of Non-Discrimination**

LINC is an Equal Opportunity Employer. LINC UP does not and shall not discriminate based on any protected characteristic, including but not limited to race, color, religion, gender, gender identity or expression, age, national origin, disability, marital status, familial status, sexual orientation or military status in any of its activities or operations. These activities include, but are not limited to, hiring, and firing staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

LINC UP is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment,



**L I N C**

community revitalization inc.

compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant based on race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Please submit cover letter and resume to: [human\\_resources@lincrev.org](mailto:human_resources@lincrev.org).  
No phone calls please

Rev. 08/23 Approved (asw)  
Updated 12/20/23