



POSITION DESCRIPTION

Title: Community Engagement Manager

Department: Public Engagement

Reports to: Senior Director of Public Engagement

Salary: \$59,000 - \$60,000

Start Date: February 3, 2025

Background:

The Garfield Park Conservatory Alliance (GPCA) is a community oriented non-profit organization involved in a unique partnership with the Chicago Park District and its historic plant conservatory. The mission of the Garfield Park Conservatory Alliance is to change lives through the power of nature. The Department of Programs and Interpretation supports the mission by developing, implementing, and facilitating a heightened interest and deeper understanding of the plant world, both inside and beyond the Conservatory's glass walls.

In 2020 and 2021, Garfield Park Conservatory Alliance reviewed programs, procedures and policies to ensure the organization is upholding diversity, equity and inclusion. In this work, we established a logic model informed by community surveys and focus groups. The Community Engagement Manager takes the lead on executing many priorities within the logic model, with the full support and assistance of the organization's leadership and fellow staff. Applicants who currently or formerly reside in Garfield Park are prioritized. We highly value and have a commitment to hiring and supporting a diverse staff.

The Community Engagement Manager is a full-time, salaried position with benefits. Primary responsibilities include, but are not limited to: 1) Carry out the organization's logic model for community engagement 2) Engage current and new community partners in programming utilizing a community-centered model 3) Expand current outreach programs 4) Lead the Community Advisory Board and carry out recommendations from quarterly meetings 5) Collaborate and connect with staff in all departments to improve community connectedness.

Position Responsibilities:

Centering Community:

- Serve as liaison to the Community Advisory Board comprised of 10 community members with regular meetings to provide a feedback loop for the community, in collaboration with key stakeholders.
- Maintain and add to the community stakeholder list for communications and updates.
- Build on foundation of established community engagement; work towards short- and long-term goals for continued improvement and growth.
- Communicate with community liaisons about programs and opportunities with GPCA regularly.
- Represent GPCA at community events and meetings, work to ensure alignment in scope and timing of community meetings.
- Work with community stakeholders and development department on expanding a community membership program.

- Host twice yearly town halls to update community members and provide open-ended feedback from the community (programs and community partnerships).
- Assess current and potential locations to drop flyers; organize regular drop-offs with support of staff.
- Lead the staff, board and Community Advisory Board in dialogue about a community focused mission statement for GPCA.
- Create an outreach event plan and calendar that supports community endeavors and shares GPCA resources; recruit staff to assist at outreach events.
- Work with the Exhibits Specialist to explore utilizing the Community Room for art exhibits and community events.

Internal Collaborations:

- Work with leadership to develop plan for utilizing GPC spaces for community events and rentals; include feedback from the community on space usage requests.
- Collaborate with programs staff to create a process for community feedback on current and proposed programming.
- Work with the Exhibits Specialist to ensure exhibits and printed collateral represent and appeal to the community.
- Connect community members and staff to collaborate on programming, events, and recruiting for open positions.
- Work with programs staff to build upon and develop new relationships with local schools, non-profits, faith-based organizations and other community led groups.
- Develop a framework to review programs for community inclusivity and accessibility.

Other:

- Work on select evenings and weekends as needed
- Inform grant opportunities for community engagement and/or community elements of programming/events.
- This is a full-time salaried position with paid time off, benefits and flexible schedules
- A 30/60/90-day work plan will be provided
- Other duties as assigned

Qualifications:

Priority for applicants who currently or formerly reside in Garfield Park; secondary priority goes to applicants who currently or formerly reside in North Lawndale, West Humboldt Park and Austin.

Experience with community outreach, organizing, or developing community focused programs is a plus.

Experience with Microsoft Office a plus; training will be provided.

Must be an enthusiastic and charismatic representative of our organization and love working with people from a variety of diverse backgrounds.

Strong relationship-building skills

Excellent organizational and time management skills

To apply, submit cover letter and resume with the subject line: Community Engagement Manager – YOUR NAME to Mattie Wilson (she/her) at mwilson@garfieldpark.org by end of day, Thursday, December 5, 2024.

Garfield Park Conservatory Alliance (GPCA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.

GPCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GPCA are based on the organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. GPCA will not tolerate discrimination or harassment based on any of these characteristics. GPCA encourages applicants of all ages.