



# Community Engagement Manager

**Starting Salary Range:** \$50,000 - \$55,000

**Location:** Tulsa, OK

**Full or Part Time:** Full Time

**Supervisory:** No

**Reports to:** VP of Ecosystems

**Date Opened:** July 26, 2022

## Position Description:

The Tulsa Regional STEM Alliance (TRSA) sits at the intersection of community partnerships, nonprofits, industry, and workforce development initiatives, and PK-20 school systems, shaping, creating, and supporting high-quality STEM education for all. TRSA coordinates, strengthens, and directly provides opportunities, possibilities, and resources for educators and students in science, mathematics, engineering, and technology across the Tulsa region. By cultivating meaningful partnerships and pathways, educators are STEM-prepared, and students are inspired and prepared to be STEM-ready.

TRSA is seeking someone who thrives in a fast-paced environment, is driven to explore new ways to ensure TRSA is effectively listening and learning from our community, and who would be an active member of a team of nonprofit professionals who value creating possibilities together so that all students are STEM ready. Ideal candidates are actively reflecting on how parts of their identity might give them advantages in the workplace—even if you didn't ask for them or earn them—while others might experience disadvantages. They reflect on how their position and how their power may shift depending on their environment, the people around them, or the institutions at play. The goal of this reflection is to build the awareness and compassion that is needed and expected to create an inclusive workplace and broader STEM ecosystem. Ideal candidates work to create an inclusive environment and behave in a way that ensures that partners and colleagues feel embraced, respected and valued, engaged and connected to the community, and safe from abuse and harassment.

Under the direction of the VP of Ecosystems, the Community Engagement Manager engages the STEM ecosystem to promote a more interconnected, mutually reinforcing, and responsive community that values, promotes, and strengthens STEM education for youth. The Community Engagement Manager is responsible for developing a comprehensive plan for community engagement that recognizes and honors the diverse perspectives and talents of Alliance partners. The Community Engagement Manager coordinates volunteer services that support the programmatic efforts of TRSA's program team and, as appropriate, its partners. With an equity-based mindset, the Community Engagement Manager designs publicity and outreach opportunities that ensure TRSA and partner programming are accessible to all utilizing diverse communication strategies to reach targeted audiences.

This individual should be able to work independently and within a team environment, report on project progress through project management software, utilize all aspects of Google suite and Microsoft 365 to communicate effectively internally and externally, and leverage webtools such as Canva, MailChimp, Hootsuite, and more to increase engagement with our community. Some local travel to TRSA-sponsored activities and occasional overnight travel is required.



## Position Responsibilities:

### **1. Increase Visibility of TRSA and Ecosystem Opportunities to Ensure Equitable Access Across the Community**

*Examples of responsibilities include, but are not limited to:*

- As it relates to the promotion of ecosystem engagement, volunteers, and grants, design and/or oversee the design of a wide range of communications publications and graphics consistent with the TRSA brand, including brochures, flyers, email newsletters, programming collateral, etc. Coordinate the production and distribution of such materials.
- Strategically plan and implement media strategy relations as they relate to the program team. This position will be explicitly responsible for the following:
  - Develop communication plans for TRSA and ecosystem programs and events
  - Ensure communication plan are implemented and adjusted as needed for TRSA and ecosystem programs and events
  - Serve as the media point of contact at TRSA-sponsored events on all matters related to the media
- Manage and maintain content on the website, and serves as liaison to TRSA's webmaster.
- Serve as primary lead for TRSA's social media channels, and create and share social content.
- Manage internal and external communications, including monthly newsletters, annual reports, community requests, etc., in collaboration with the Director of Development and other TRSA staff.

### **2. Leverage Volunteers, Grants, and Other Resources to Expand the Capacity of the Alliance**

*Examples of responsibilities include, but are not limited to:*

- In conjunction with the VP of Ecosystems, manage TRSA's grant process for educators, including implementation, recruitment and selection.
- Oversee TRSA's volunteer programs and ensures that volunteers reflect the diverse communities the TRSA serves including recruiting, maintaining and retaining volunteers for all TRSA-sponsored programs and events.
- Initiate and foster community partnerships for the ecosystem across partners in order to develop strong institutional relationships.
- Coordinating and executing key community engagement events, i.e. Day of Caring, family engagement activities, service days, and community volunteer recognition events
- Monitoring the success of community engagement strategies and budget, and making course corrections.



- Manage ecosystem program TRSA grant opportunities including solicitation, grant requirements, review process, and award tracking/evaluation.

### **3. Promote Ambitious, Equitable STEM Experiences Across the Alliance by Creating Authentic Community Engagement Opportunities**

*Examples of responsibilities include, but are not limited to:*

- Develop community engagement strategy that recognizes and honors the diverse perspectives and talents of Alliance partners
- Engage and recruit community stakeholders and partners, and host meetings for these individuals.
- Initiates and meets with community focus groups to serve as an advocate in the community to identify ways we can make STEM accessible to all.
- Manage the TRSA advisory council, recruiting diverse and active members and ensuring ongoing feedback loops are consistently informing TRSA and its partners of opportunities to be responsive to the needs of the community
- Host events to support our mission of amplifying the voices of underserved and underrepresented communities in STEM.
- Interpret, analyze, and clearly communicate content created through events.
- Assist with the implementation of strategies to attract underrepresented groups to join our councils.
- Develop consistent communication and feedback mechanisms to ensure we are able to identify, discuss, and address equity issues based on ecosystem events.

## **OTHER DUTIES AS ASSIGNED**

- Support development efforts such as staffing major fundraising events or supporting documentation.
- Support special projects and initiatives of TRSA and its partners as needed.
- Support work led by other TRSA team members

## **REQUIRED QUALIFICATIONS:**

- Passion for STEM Education and providing high-quality events and programs for K-12 students and families
- Bachelor's Degree or 5+ years of experience in communications, marketing, or community organizing
- Detail-oriented
- Ability to work independently with minimal supervision
- Strong team support, organizational, project management, and time management skills
- Proficiency with technology, including Google Suite (docs, sheets, and slides, or equivalent programs) and Microsoft 365



- Commitment to working within a team environment
- Flexibility to thrive in a dynamic fast-paced environment
- Consensus-building and conflict resolution skills
- Excellent organizational and communication skills (both written and verbal)
- Professional attitude and workplace demeanor
- Valid driver's license and reliable transportation
- Ability to travel locally regularly (1+ local trips/week) and overnight occasionally (<3 nights/year)
- Ability to lift up to 25 pounds, sit, stand and bend

## PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Communications, Journalism, or Marketing
- Previous experience working in a STEM-related field
- 7+ years of experience in communications or marketing

## COMPENSATION:

- The salary range for the Community Engagement Manager is set at \$50,000 to \$60,000.
- Benefits package includes health, dental, and life insurance, 50% 401k matching, 160 hours of annual Paid Time Off, 40 hours of monthly Virtual Office Leave allowing employees to work off-site, and 14 paid holidays.

## EQUAL EMPLOYMENT OPPORTUNITY:

In any of its activities or operations, TRSA shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, genetic information, or any other basis made unlawful by applicable federal, state, or local laws or regulations. This policy governs all aspects of employment, including hiring, job assignment, compensation, discipline, termination, and access to benefits and training.

**Close Date:** August 26, 2022, Interviews will be scheduled on a rolling basis before the close date for qualified applicants.