



Opening Date: 12/14/2018
Closing Date: Open Until Filled

Vacancy Announcement #20-19 Community Engagement Coordinator

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The Community Engagement Coordinator for Events DC is responsible for conceptualizing, developing and implementing community outreach strategies to promote Events DC in a positive manner. The strategies will include a diverse program offering that are community-building oriented and engaging to a diverse audience. The incumbent will cultivate and maintain relationships with community leaders and DC residents from across the city. Events DC manages the Walter E. Washington Convention Center, Carnegie Library, RFK Stadium-DC Armory campus, the R.I.S.E. Demonstration Center, the Gateway DC pavilion, the Entertainment and Sports Arena and organizes events at various venues around the city to showcase each neighborhood. The Community Engagement Coordinator will help execute the Events DC Community Engagement Strategic Plan for the RFK Stadium Campus to connect and communicate with the various community stakeholders who live in adjacent residences to the Stadium on a regular basis. The incumbent reports directly to the Director of Strategic Communications and Community Engagement.

EXAMPLES OF WORK ASSIGNED

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical in assignment.

- Leverage the use of technology and social media platforms to enhance two-way communication between the community and Events DC
- Plan, facilitate and attend community meetings on behalf of Events DC to hear community concerns, provide information about community engagement efforts, and advocate for participation
- Attend community and civic meetings, programs and events relevant to better understanding resident's interests, activities and needs

- Plan and organize community events and marketing activations in collaboration with Events DC marketing and communications staff
- Monitor online communities daily, using customer-facing skills to identify posts or community concerns that Events DC staff need to respond to
- Identify, initiate, and deepen relationships with various community partners/stakeholders
- Maintain various databases of groups of stakeholders
- Distribute information to the community and increase public knowledge through multiple channels, including grassroots efforts
- Cultivate relationships with community leaders and DC residents

SKILLS, KNOWLEDGE AND ABILITIES

- **Knowledgeable about the communities in the District of Columbia**
- Excellent problem solving, customer relations and interpersonal skills
- Excellent organization and planning skills
- Ability to maintain effective communication in pressure situations
- Ability and willingness to work a flexible schedule, including days, evenings, nights, weekends and holidays
- Ability to work independently and as part of a team
- Ability to express ideas and convey information effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with employees, management, co-workers and the public
- Ability to craft clear and concise messages for mass consumption
- **Ability to effectively present information and respond to questions from professionals as well as the general public**
- Ability to successfully manage a wide array of tasks and projects and an ability to thrive in a fast-paced work environment
- Ability to engage a diverse network of District residents

CORE COMPETENCIES (SPECIALIST)

- Job Knowledge and Technical Expertise
- Strategic Thinking
- Project Management
- Problem Solving
- Attention to Detail

MINIMUM QUALIFICATIONS

- Bachelor's degree and
- Three or more years of community organizing or other related experience

DESIRABLE QUALIFICATIONS

- Particular familiarity with the neighborhoods and communities surrounding properties within the Events DC and the Sports and Entertainment portfolio, which includes the RFK/Stadium-Armory campus (Wards 6/7), the Gateway DC pavilion/RISE Center and the Entertainment and Sports Arena (Ward 8)
- Must have a valid driver's license
- Proficiency with Microsoft Office Suite (any other software programs/contact management, etc.)

REQUIREMENT

- All positions require candidates to successfully complete our background screening process.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:
<http://careers.wcsa.com/employment/application.aspx>

Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.