



Opening Date: 08/25/2016  
Closing Date: Open Until Filled

## **Vacancy Announcement #58-16 Community Engagement Coordinator**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **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 Gateway DC pavilion, and organizes events at various venues around the city to showcase each neighborhood. The Community Engagement Coordinator will be responsible for hosting community meetings and communicating with those who live in adjacent residences to Events DC managed facilities on a regular basis. The incumbent reports directly to the Vice President of Communications and Marketing.

### **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 assignment.

- Attend community meetings on behalf of Events DC to hear community concerns, provide information about community engagement efforts, and advocate for participation.
- Attend community meetings, programs and events relevant to better understanding resident's interests, activities and needs.
- 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**

- Excellent problem solving and customer relations 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 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.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree.
- 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), and the Gateway DC pavilion/RISE Center (Ward 8)
- Must have a valid driver's license
- Proficiency with Microsoft Office Suite (any other software programs/contact management, etc.)

**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>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW

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.**