

Position: Community Engagement Manager

Reports to: Managing Director, Advocacy & Engagement

Classification: Full-time/Exempt

Location: Columbus, Ohio

<i>Background</i>	<p>Groundwork Ohio is the leading early childhood policy, research, and advocacy organization in the state of Ohio. Our mission is to champion early learning and healthy development strategies from the prenatal period to age five, that lay a strong foundation for Ohio kids, families, and communities.</p> <p>Groundwork Ohio is dedicated to authentically engaging Ohio parents and families with young children in the policies and practices that impact the healthy development of their children. Groundwork Ohio has captured the priorities identified by families of young children in this recent report: Amplifying Family Voice to Advance Equitable Outcomes for Young Children. The Community Engagement Manager will build on and grow Groundwork Ohio’s efforts to integrate family voices into the decision-making processes of Ohio’s family-serving systems.</p>
<i>Position overview</i>	<p>The Community Engagement Manager will provide critical assistance to the Managing Director of Advocacy & Engagement (MDA) and support the implementation and execution of family engagement activities and Groundwork Ohio’s work to elevate the voices of families with young children in early childhood policy and advocacy to achieve programmatic, policy, and practice changes at local, regional, and state levels.</p> <p>This position description details the roles, responsibilities, and qualifications for the Community Engagement Manager.</p>
<i>Leadership support</i>	<p>In collaboration with the MDA and senior leadership:</p> <ul style="list-style-type: none">• Report on and assist in monitoring family voice engagement activities to ensure alignment with and progress toward achieving Groundwork Ohio’s vision and set objectives.• Support the creation, build-out, and engagement of a high-functioning and effective Family Action Network and Family Leadership Fellowship.• Support the development of effective partnerships and relationships between Groundwork Ohio and families, community organizations, and local stakeholders across the state to support shared early childhood policy and advocacy goals.• Collaborate with Groundwork Ohio colleagues focused on Maternal & Young Child Health and Early Learning initiatives to further Groundwork Ohio’s mission.• Provide a continuum of policy, administrative, operations, and event support as assigned.

<p><i>Program development and execution</i></p>	<ul style="list-style-type: none"> • Assist the MDA to develop workplans, set up project tasks, and track progress on the implementation of family voice engagement work. • Execute implementation of project workplans. • Assist in stakeholder outreach, engagement, and communication, including maintaining stakeholder contact information and lists, assisting with email correspondence, coordinating, and participating in meetings, developing meeting agendas, and tracking meeting notes. • Support the development and implementation of programming, trainings, and other activities that build and enhance the capacity, skills, and knowledge of families, community organizations, and other local stakeholders working with families to engage in policy advocacy. • Support the development and implementation of outreach activities, campaigns, and strategies to cultivate family relationships, community awareness, and increased engagement with the Family Action Network and other relevant coalitions. • Assist the MDA in embedding family engagement and outreach, coalition-building, and other relevant best practices across Groundwork Ohio activities. • Participate in ongoing partner learning opportunities including conferences, webinars, trainings, and other relevant events and activities.
<p><i>Research, writing, and analysis</i></p>	<ul style="list-style-type: none"> • Assist in primary and secondary data collection and analysis, such as interviews, polling, document review, focus groups, and online surveys, including planning, question development, facilitation, data compilation and entry, coding, and analysis. • Support the development of a database of family engagement, community outreach, coalition-building, and other relevant best practices. • Assist in developing written outlines for products that are logical in structure and have a clear purpose and well-defined objectives. • Contribute to high-quality products, including reports, briefs, abstracts, fact sheets, webinars, testimony, blog posts, social media content, resource pages, tools, and other products that communicate out and support Groundwork Ohio activities. • Support the development of presentations, graphics, and other visual tools. • Review and provide feedback on Groundwork Ohio products to ensure they are high quality, adhere with organizational branding, and clearly communicate to targeted audience(s).
<p><i>General qualifications</i></p>	<ul style="list-style-type: none"> • Experience specializing in community outreach, engagement, and advocacy, including program development and implementation or equivalent experience. • Bachelor’s degree in a related area of study.

<p><i>General skills and attributes</i></p>	<p>This position requires:</p> <ul style="list-style-type: none"> • Passion for the vision and mission of Groundwork Ohio and the ability to communicate this passion to others. • Expertise in and demonstrated commitment to operationalizing diversity, equity and inclusion, and cultural and linguistic competency principles and practices. • Demonstrated ability to research, write, and compile data for planning, evaluation, and reporting purposes. • Excellent communication and presentation skills, both written and oral. • Strong relationship-building and facilitation skills. • Strong multi-tasking ability and work ethic. • Proficiency in office software, including but not limited to, MS Office, Outlook, Survey Monkey, and virtual meeting and shared drive platforms. • Ability to successfully navigate in a fast-paced, outcome-driven, and entrepreneurial environment.
<p><i>Other requirements</i></p>	<ul style="list-style-type: none"> • Must have the ability to work both in a traditional office environment and/or from home. • May occasionally require the need to travel to facilitate and build relationships with families and key stakeholders (up to 30%). • Requires routine use of standard office equipment such as computers, monitors, phones, printers, and copiers. • Requires the ability to be stationary and sedentary for extended periods of time. • May occasionally require standing, bending, and light lifting (less than 15 pounds).
<p><i>Benefits</i></p>	<ul style="list-style-type: none"> • Collaborate with a team of dedicated, passionate professionals who genuinely care about the organization’s mission, vision, and values. • Competitive salary with professional development opportunities. • Medical, dental, and vision insurance for eligible individuals. • Retirement Plan and 401k for eligible employees. • Generous vacation and sick leave policies. • Salary is commensurate with experience; range is \$50,000 - \$75,000.

Groundwork Ohio is an equal-opportunity employer committed to diversity, equity, inclusion, and belonging. **Prospective applicants ready to collaborate with an awesome and highly effective team of professionals are encouraged to send a resume with cover letter to Brittany Boulton at bboulton@groundworkohio.org by Tuesday, February 13, 2024.**