

## Community Engagement Coordinator

### About the Organization

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. We believe everyone has the right to achieve their dreams. Every day, we educate, empower, support, and partner with motivated immigrants to best meet their unique needs—from putting food on the table, to becoming U.S. citizens, to learning English, to graduating from college, and gaining career-path employment. Because when we support immigrants, Marin becomes a place where everyone can live, learn, work, and succeed.

### Position Summary

The Community Engagement Coordinator is responsible for implementation of program activities to engage and conduct outreach with Voces de Canal members, community members, advocacy partners and volunteers. This position also supports the team in implementation, monitoring and reporting of advocacy and civic engagement campaigns ensuring that strategic plan goals are met. The individual in this position nurtures community civic leaders at the local level, educates community residents and families about issues impacting their health and develops the community members confidence in advocating for equity and inclusion.

**\*Our offices have been updated to support staff and client health and well-being during the COVID-19 pandemic. Candidates should be very comfortable navigating both hardware and software that allows for smooth in-person and remote communications and transitions. In accordance to public health orders and protocols, this position will operate in a mostly remote capacity, with some in-office requirements. Canal Alliance will supply all needed hardware for this position.**

### Essential Functions:

- Support the Community Engagement Manager to execute the agency's advocacy and civic engagement strategies and plans.
- Collaborate with the Marketing and Communications Team to support the implementation of the communications plan and calendar to support advocacy and civic engagement goals.
- Collect data to effectively report on campaign results and implement adjustments to maximize outcomes and overall strategy.
- Provide activity coordination, technical support and meeting facilitation to Voces de Canal members.
- Support updating of Canal Alliance website, Canal Alliance mobile app, Phone2Action application and other technology platforms to enhance and increase civic engagement and advocacy of policy agenda issues.
- Provide administrative support for Salesforce, social media, phone banking, canvassing, texting and other platforms as needed to monitor individual and team progress toward advocacy and policy team goals.

### Other Responsibilities:

- Other duties as assigned by supervisor.

91 Larkspur Street  
San Rafael, CA 94901  
415.454.2640

[Canalalliance.org](http://Canalalliance.org)

### **Education and Experience**

- Bachelor's degree in a related field.
- Minimum of one year experience in community organizing or similar outreach position.
- Knowledge of Latino, immigrant, or low-income communities.

### **Qualifications- Skills and Knowledge**

- Excellent verbal and written communication skills with a positive, enthusiastic attitude.
- Excellent analytical and abstract reasoning skills, with the ability to think strategically, creatively problem solve, and exercise good judgment.
- Proven ability to work within dynamic teams and build strong working relationships with colleagues, and the ability to interact and work effectively with Directors, front-line staff and community members.
- Ability to work with minimal supervision, handle multiple tasks, and manage demanding situations effectively, showing strong initiative and being anticipatory rather than reactive.
- Effective time management and work organization skills, with a high attention to detail.
- Excellent computer and technology skills, including facility with internet navigation, CRM/database, digital advocacy, social media, website updates and Microsoft Office suite.
- Knowledge of Salesforce (*preferred*)
- Bilingual in Spanish and English (*strongly preferred*)

### **Compensation**

This is a full-time position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year, a voluntary vision plan and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are at least 10 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

### **Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

### **Application Process**

Please email your resume and cover letter to [HR@canalalliance.org](mailto:HR@canalalliance.org). Only electronic applications will be accepted. (Keep it green!) Please indicate "**Comm Engagement Coord – YOUR NAME**" in the subject line of your email.

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