



1720 St. Bernard Ave. New Orleans, LA 70116

www.826neworleans.org

Family and Community Engagement Coordinator Job Description

MISSION

826 New Orleans provides space and support for young people to tell their stories and become published authors

POSITION SUMMARY

The Family and Community Engagement Coordinator will work with staff, youth and families, volunteers, and other stakeholders to increase and maintain engagement with 826 New Orleans Programs. Reporting to the Director of Programs, the Engagement Coordinator will manage all aspects of volunteer program, increase student and family engagement across programming, develop systems that will build, grow, and sustain relationships with educators, schools, volunteers and organizations, build and grow our relationship with our neighbors (people, schools, businesses), and ensure diversity, equity, and inclusion are a key part of volunteer materials and training.

JOB RESPONSIBILITIES

Community Outreach & Communications

- Represent 826 New Orleans at recruitment events at schools and other community organizations
- Actively recruit youth, teachers, and partners from neighborhood homes and schools
- Continue developing the 826 New Orleans community database to include contact information for local businesses, schools, designers, and vendors

Volunteer recruitment & management

- Maintain and grow our current volunteer pool through recruitment, programming, and celebration events
- Maintain current volunteer database on Google Sheets & Salesforce
- Design new volunteer training program rooted in exemplary Diversity, Equity, and Inclusion practices; implement during volunteer orientation
- Evaluate volunteer experience and effectiveness on ongoing basis

Program recruitment & assistance

- Conduct outreach to local schools and distribute promotional materials
- Keep up-to-date with community and school events that are aligned with 826 New Orleans programmatic offerings
- Support DOP with administrative tasks, as needed

EXPERIENCE AND QUALIFICATIONS

- A passion for the mission, vision and values of 826 New Orleans;
- Outgoing personality and ability to work with people from a variety of backgrounds.
- Excellent organizational skills with ability to manage diverse projects simultaneously.
- Respect for youth and their home and school communities;
- Ability to work with a culturally diverse population and a variety of stakeholders and audiences;
- Comfort with social media and digital communication is preferred.
- Ability to self-motivate, work independently and on a team;
- Enthusiastic and creative problem-solving abilities;
- Ability to successfully address challenges and make decisions in alignment with strategic organizational objectives;
- Proven organizational, prioritization, and project management skills;
- A love of books, writing, and/or publishing.
- Access to reliable transportation is preferred
- Organizer or community outreach experience is preferred

Compensation and time:

This is a full-time position, 40 hrs/week. Salary range is \$45,000-\$50,000 plus benefits. Benefits include health insurance and paid time off.

826 New Orleans is an equal opportunity employer committed to achieving a diverse and inclusive workforce. People of color are strongly encouraged to apply. 826 New Orleans does not discriminate on the basis of race, ethnicity, age, religion, sexual orientation, political orientation, disability, veteran status, or gender identity or expression.

About 826 New Orleans

826 New Orleans is a nonprofit organization. It is our mission to develop a culture of literacy in New Orleans, inspiring the next generation of leaders to be effective communicators, critical thinkers, and civic-minded residents. We offer free writing programs and publishing opportunities at our Youth Writing Center in the 7th Ward and in schools across the city. Our staff and volunteers help students improve young people's literacy skills, become published authors, and understand the power of their voices on and off the page. Since 2010 we've

served over 8,000 students and created over 100 publications of student work with the help of over 500 volunteers.

We believe every student, especially those whose voices have been historically separated from power, deserves to write their truths and to be heard. Our creative writing and literacy programs focus on celebrating the humanity of our young people by actively being anti-racist and trauma-informed.

Culture & Work Environment

826 New Orleans is part of 826 National, an award-winning national network of youth writing centers. In addition to being an integral member of the 826 National network, 826 New Orleans plays a vital role in the local community. Our program team members have been recognized and honored locally, nationally, and internationally. 826 New Orleans cultivates a creative and courageous workplace. We value innovation and collaboration. We strive to be supportive and accommodating to employee needs for scheduling and work styles, and aim to create a humanizing work environment that prioritizes work/life balance.