

Job Title	Community Outreach & Engagement Specialist
Employer/ Agency	Neighborhood Recovery Community Development Corporation (NRCDC) Purpose: To provide grassroots-level engagement of residents and stakeholders of the Old Spanish Trail/South Union community to connect and empower change through collaborative action. At NRCDC we are currently seeking a professional who is skilled at relationship-building on a community level to carry out the collective work of our community programming
Job Description	<ul style="list-style-type: none"> • Attend, research and host Community events in OST/South Union regarding community health challenges, education, and safety • Build and maintain relationships with residents, community stakeholders, and educators • Engage in data collection (Community surveys, resident feedback, etc.) • Document and report on work-related tasks using systems and templates provided • Develop and maintain relationships with community volunteers
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree preferred in Public Health, Sociology, Psychology, Social Work, Urban Planning or related field • At least 2 years' experience in community outreach and engagement • Experience in facilitating meetings, trainings, and focus groups • Strong organizational skills • Experience in community organizing • Familiarity with resources and assets of the community at large • Ability to work both in collaborative settings • Strong verbal and written communication skills; including the ability to communicate with a wide range of diverse people • Proficient in Microsoft Office software • Proficiency in social media is a plus
Salary/Hours	Full-Time
City, State, Zip	Houston TX
Contact Person	Jennifer Anderson
Telephone Number	734-658-4299
Email Address	janderson@nrcdc.org
Application Method	Resumes can be sent to email above
Opening Date	Immediately

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