

# Community Engagement Director

Sisu Youth Services



## Job Description

**Position Summary:** Sisu offers shelter, housing, and support for youth experiencing homelessness. The Community Engagement Director's job duties will revolve around promoting the public image of Sisu and building relationships with strategic partners in the community. The CED will work closely with both the development team and program team to leverage Sisu's community support and engagement. This position will support Sisu's housing programs by increasing landlord engagement, creating opportunities for Positive Youth Development, recruiting hosts for the host home project, and marketing all of Sisu's housing programs. Employment, compensation, and position continuation are subject to the provisions/continuation of the grant funding.

The Community Engagement Director is an exempt employee and reports to Sisu's Executive Director.

## Essential Functions

- Create and implement strategies related to public relations, marketing and/or communications strategies, building and fostering relationships with stakeholders; and enhancing the organization's public image and brand in the community
- Grow organizational resources through community partnerships, landlord engagement, relationship building, and marketing
- Strategically expand Sisu's target audience through community relations, speaking engagements, and other communication strategies.
- Share marketing materials and build relationships with landlords to highlight the benefit of serving Sisu's clients in order to build out available inventory options and support program needs
- Host luncheons, training, and other events to support landlord relationships
- Support the creation and distribution of Sisu's social media and marketing content
- Design marketing materials to highlight specific programs and ensure housing programs are receiving an appropriate number of referrals to run at capacity
- Establish Memorandum of Understanding agreements with partner agencies
- Through partnerships, establish new activities to support Positive Youth Development such as field trips, mentorships, volunteer opportunities, and enrichment activities in the community
- Oversee the implementation and continual updating of relative organizational policies and procedures
- Represent Sisu to the community with professionalism and commitment to enhancing the organization's community profile
- Attend community meetings such as Homeless Youth Alliance, Coalition to End Poverty, and additional meetings as assigned
- Collaborate with community partners and resources to support Sisu programs

- Collaborate with the Sisu leadership team on organizational direction and growth, program development, and continuous quality improvements
- Participate in strategic planning and plan execution to engage the community during unprecedented growth
- Organize and lead recruiting events for host homes
- Perform other duties as assigned

## **Position Qualifications**

### **Education/Experience:**

- Bachelor's Degree in Social Work, Business, or related field OR five+ years of experience in a related line of work
- Proven leadership skills and experience managing budgets, programs, and relationships
- Passion for disadvantaged youth with a history of trauma
- Experience in online fundraising, nonprofit advocacy, membership cultivation, and marketing are a plus
- Experience in or full understanding of the local real estate rental market

### **Knowledge/Skills/Abilities:**

- Must be highly organized and able to work independently
- Polished communicator who expresses ideas, thoughts, and concepts clearly and effectively both verbally and in writing
- Work within deadlines and scheduled timelines
- Proficient with MS Office software, including Word, Excel, PowerPoint, and databases. Basic image editing skills, familiarity with Adobe, Photoshop, or similar tools a plus
- In-depth understanding of how to optimize the use of social media and digital marketing tools
- Ability to solve problems independently and assist in conflict resolution
- Knowledge of resources and willingness to research and learn new programs and initiatives
- Must take initiative and be self-driven
- Flexibility and willingness to adapt to an ever-growing and changing environment
- Ability to create partnerships with community providers to further the mission and expand opportunities for clients

### **Physical Requirements:**

- Must be able to bend, stoop, and lift items over 25 pounds.
- Ability to sit or stand for long periods of time
- Ability to use telephone, PC, copy machine, printer, and other office equipment
- Licensed with a clean driving history and reliable transportation. Local travel will be required
- Pass a state and federal criminal background check for grant compliance

**Job Location:** Hybrid - in office, on location, and remote - Oklahoma City, Oklahoma, United States

**Position Type:** Full Time exempt (40+ hours/week)

**Scheduled Hours:** Standard business hours with some evenings and weekends.

**Salary Range:** \$47,000-52,000 annually

**Benefits:** Medical, Dental, Vision, and Life Insurance available. Paid time off provided.

*Sisu Youth Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fairness and equity in all our employment practices without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.*