



# Engagement Coordinator

## *Job Description*

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As the **Engagement Coordinator**, you nurture belonging and engagement of alumni and the broader community across a wide range of experiences, outreach and communication platforms to build and sustain LRI's trusted relationships and voice. Under the supervision of the Events & Communications Manager, and working closely with the Director of Development & Alumni Engagement, the Engagement Coordinator engages diverse audiences through various communications, outreach and engagement strategies including events, social media and programming.

## **A week in the life of the Engagement Coordinator could include:**

### **ENGAGEMENT & OUTREACH**

- Serving as an active listener for all stakeholders to gain insight into community concerns and assess effectiveness of LRI's approaches and impact
- Nurturing strategic community partnerships to reach new audiences, expand our network, and serve as a catalyst for transformative and equitable change
- Exploring and stewarding authentic and meaningful relationships with and between organizations and communities by demonstrating understanding, building trust and adding value
- Ensuring engagement and outreach efforts reflect LRI's commitment to diversity, equity, inclusion and belonging
- Supporting execution of high-quality alumni programming, including but not limited to Jeffersonian-styled meals and other affinity group activities.
- Assisting with the execution of interactive, engaging, and meaningful events and shared experiences (in-person and virtual), such as the RI Statewide Scavenger Hunt, for alumni and the broader community.

### **COMMUNICATIONS & CONTENT CREATION**

- Ensuring communications reflect LRI's commitment to diversity, equity, inclusion and belonging
- Assisting with producing engaging content for communications, including but not limited to email, web, social media, press kits, educational materials, publications, etc. that engage and activate stakeholders
- Drafting biweekly "LRI in Focus" electronic newsletters, soliciting content as needed
- Assisting with the coordination of interactive and creative engagement efforts across LRI's social media platforms

- Assisting with maintenance and updating of the LRI website, ensuring relevant content and updated links
- Collaborating with external vendors, contractors, consultants and volunteers as needed

### COLLABORATIVE TEAMWORK

- Acting as a supportive resource for development, recruitment and broader organizational initiatives
- Maintaining the integrity of data and drive database improvement and utilization
- Tracking analytics to evaluate and optimize engagement
- Contributing to a diverse, equitable and inclusive workplace and collaborative learning environment
- Contributing to a strong, positive culture of volunteers, engaging and developing volunteer relationships and supporting skill-based volunteerism

## **This job could be for you if:**

- You are **mission-focused** – you are execution-oriented and have a track record of achieving and surpassing goals
- You are **human-centered** – you anticipate, understand and respond to the needs of others to meet (and exceed) their expectations
- You **build relationships** - you enjoy listening to and engaging with people of all walks of life
- You **communicate effectively** – you tailor your message to diverse audiences across various channels to engage stakeholders and inspire them to action
- You are a **skilled facilitator** – you are an active listener and remain patient under pressure
- You **foster teamwork** – you enjoy working alongside staff, partners, consultants and volunteers to set goals and find creative/innovative solutions that strive towards excellence
- You are **collaborative** – you believe in increasing alignment across the organizations to achieve transformational change and want to continue learning in partnership with others
- You are **organized** – you juggle strategic and tactical initiatives by setting priorities, managing your time to meet deadlines and monitoring progress to make sure nothing falls through the cracks on your watch
- You are a **strategic doer** – you see how the pieces fit together and can prioritize tasks to implement plans successfully to completion
- You are **self-directed** – you take initiative and positively influence others to achieve results in the best interest of the organization
- You are **creative** – you are willing to take chances and inspire creative thinking
- You are **technologically savvy** – you easily learn new systems and have an eye for continually improving stakeholder journeys
- You have a **passionate commitment** to Rhode Island
- You **behave ethically** and **align with the values** of the organization
- You are **flexible** - able to attend events, which may take place outside the typical 9-5 workday
- You have **reliable transportation** and can lift up to 30 pounds

## Bonus Points:

- 1-3+ years of experience in outreach, engagement, social media, communications, marketing, development and/or content production
- Experience building and stewarding relationships with diverse stakeholders
- Ability to facilitate dialogue (in-person and virtually), social listening and/or community outreach
- Experience with social media platforms (Facebook, LinkedIn, Instagram and Twitter)
- Photography/videography and other visual communication skills, including familiarity with photo/video editing software
- Personal history/connection with Leadership Rhode Island
- Experience using Zoom, Salesforce, Pardot, Classy, WordPress, Remo and/or SurveyMonkey

## Compensation & Benefits:

- **Start Date:** By June 1, 2022
- **Location:** Providence, RI (hybrid, remote flexibility)
- **Starting Salary Range:** \$35,000-\$40,000
- **Benefits:** Individual benefits (Health, Dental, Vision), Simple IRA (up to 3% organizational match), 11 paid holidays, and paid time off (2 weeks vacation, 5 sick days, 1 personal day)

LRI considers the safety of its employees and the community a top priority. As part of this commitment, LRI requires all new and existing employees to be fully vaccinated against COVID-19, unless they obtain prior approval for an accommodation for medical reasons or due to a sincerely held religious belief, or are otherwise exempt from this requirement due to applicable state or local law. Qualified candidates who are offered the opportunity to join LRI will be required to comply with this policy and will be asked to provide proof of their vaccination status prior to the first day of work.

## Why join us?

Leadership Rhode Island's mission is to engage and connect people through shared experiences that positively transform individuals, organizations and communities. We envision a Rhode Island that is flourishing — economically, civically, culturally — built on a foundation of ever-improving human capital whose strengths and potential we spend each day revealing and igniting. And, we see the lessons of this lively leadership experiment being shared and amplified around the country and the world to nurture the kind of fully-engaged societies that create lasting, positive change.

Our momentum is the strongest it's ever been. Since 1981, LRI has inspired emerging and established leaders to create change in their communities and measured results through cohort-based programming and individual enrichment programs/events. Today, the LRI alumni community includes over 2,700 intergenerational, cross-sector leaders from diverse backgrounds, positions and interests who connect for social interaction, dialogue and creative problem-solving. In the past ten years, LRI has evolved and grown by collaborating with and mobilizing local citizenry in new transformational ways. In 2022, we are

celebrating four decades of leadership, expanding efforts related to equity, inclusion and belonging, and implementing our five-year strategic plan to expand the scale and scope of our work over the coming years.

Our staff is passionate about Rhode Island and appreciates nurturing transformational relationships for the betterment of our state. We live a Strengths-based culture, one that energetically embraces and leverages our individual and collective strengths to achieve our vision. We're known for our quality, agility, thoughtfulness, and mission adherence. We change lives. If you are ambitious about goals, but like to have fun collaborating as a strengths-based team to reach them, you'll be in good company. We're small enough for your ideas to make a big impact, and large enough to offer you opportunities to grow professionally at any stage of your career. We're passionate about creating the best place to work.

### **Want to apply but not sure if you'd be the right fit?**

If we sound like the right place for you, we want to hear from you. There is no "perfect" candidate. Everyone brings something different to the team, and our diversity of backgrounds, cultures, experiences, abilities, perspectives, and identities makes LRI an amazing place to work. LRI is an equal opportunity employer and is committed to diversity, equity, inclusion and belonging. We welcome a diverse pool of candidates.

**To apply, email [office@leadershipri.org](mailto:office@leadershipri.org) with the subject Engagement Coordinator and attach a cover letter and resume.**