



Title: Community Engagement Coordinator  
Department: Content/Engagement  
Reports To: VP Content/Engagement

The Community Engagement Coordinator will work to strengthen the WMHT community through public media, will be an innovative creator of community engagement events, and will work with our content/engagement producers to more completely align the stories we share with input from the community we serve. Projects will include: community conversations, outreach activities and events, online and multimedia formats.

Candidate Qualifications:

- Degree in Urban Studies, Social Work, Community Development, Education, Public Policy or a related field required; or equivalent combination of education, training, and a minimum of 2 years of commensurate experience
- Experience in community building or community service
- Must have strong skills in platforms used to build community engagement and facilitate conversations and events
- A strong knowledge of engagement tools, including constructing questionnaires and effectively designing research tools
- A commitment to community building and experience working with groups from diverse communities
- Excellent inter-group, communication, organizational, and analytical skills
- Ability to multi-task and oversee various projects simultaneously
- Experience researching and writing grant applications

Responsibilities Include:

- Assists the development of community engagement initiatives; supports, promotes, and expands community alliances that enhance and broaden the station's role in the region
- Creates a proactive strategy to identify the target audience and engage members in productive dialogue
- Works closely with various station departments to implement initiatives that build awareness and interaction with the community
- Plans community meetings and events that are conducive to engagement around the issues of education, culture, and civic engagement, from formal presentations to informal events at libraries, partner organizations and other venues to increase interaction between WMHT, the community, and other community partners
- Responsible for meeting and communicating with our Learning Services Advisory Council (LSAC)
- Assist in the planning, meeting, and communicating with the station's Community Advisory Board (CAB)
- Responsible for documenting activities and sharing this information with all partners, while helping to identify and implement best practices
- Is available some weekends and evenings to represent WMHT at community events
- Maintains related administrative databases and ongoing correspondence for projects and promotion of initiatives



- Assists with research and writing of grants to support projects
- Develops information materials and strategies for engagement initiatives; ability to curate content to spur meaningful conversation through the use of social media, local bloggers, independent content creators, and diverse audiences.
- Researches issues relevant to the region
- Creates and distribute the monthly Teacher E-Newsletter
- Strong PC computer skills, including Microsoft Office Suite and Outlook.
- Assists in the design and implementation of free community workshops on various topics, with the goal of increasing community awareness of WMHT's programs, services, and mission.
- Perform other duties as assigned
- A valid driver's license and good driving record is required for all WMHT positions

Send Cover Letter and Resume to Valerie Belden, [vbelden@wmht.org](mailto:vbelden@wmht.org)

\*May require some work on evenings, weekends, and holidays.

This is a full-time (37.5 hours), non-exempt position.

WMHT Educational Telecommunications is an Equal Opportunity Employer M/F. Qualified veterans, women, minorities, and persons with disabilities are encouraged to apply.