



COMMUNITY ENGAGEMENT COORDINATOR
DEPARTMENT: MARKETING
REPORT TO: VICE PRESIDENT OF MARKETING & BRAND STRATEGY
WAGE CATEGORY: EXEMPT

Working under the direction of the Vice President of Marketing and Brand Strategy, this role will proactively drive the community engagement and understanding of the “Workforce Portal” project under the Vegas Chamber’s brand. This project is the first of its kind for Nevada, and an exciting opportunity to an individual who would like to make a change in the everyday lives of our community. The Community Engagement Coordinator will be the “face” and primary outreach liaison between partners, neighborhoods, community leaders, and the public service needs.

This individual will be responsible for the grassroots, on the ground, efforts within Clark County. This person will be visible in the community, branding the portal and communicating the benefits to not only the potential employees but to the employers as well. Target focus for engagement will be libraries, community centers, churches, and social establishments.

This position is responsible for developing and implementing volunteer engagement strategies to enhance and grow the program and assist in growing the “Workforce Portal”. This person serves as a front-line employee who regularly interacts directly with the public, partners, volunteers, and Vegas Chamber members. This individual represents the Vegas Chamber in the community and works to ensure that they receive a positive, safe, and rewarding experience.

SUMMARY OF THE PROJECT:

The Vegas Chamber is partnering with community leaders to develop, execute, and implement the first of its kind – a one stop workforce portal for Nevada. The intention of this portal is to allow the end user the resources and tools needed to secure a sustainable career path. The portal will include online career assessments, alongside educational requirements, certifications, and financial resources for each career path. The end goal is to create a pipeline, and much-needed visibility, of opportunities of employment in Nevada. The workforce portal will allow opportunities to upskill staff and expand capabilities, as well as re-train, and prioritize the ongoing employment needs of the State.

JOB STATEMENT

- This role will be the main point of contact for the entire Workforce Portal program, and the ideal candidate will require an entrepreneurial /self-start spirit to deliver the needs of the program
- This position is responsible for developing and implementing community engagement strategies to enhance and grow the program and engage Nevada leaders to participate
- Ability to handle confidential matters, is discrete and maintains a high level of professionalism
- Build, develop and implement overall engagement strategy (both internal and external)
- Produce, execute, and elevate compelling digital media campaigns and content to elevate the awareness of the Workforce Portal and all its programming

- Provide regular reporting and analytics on engagement, members and number of involved (Business and Workforce Portal members/users)
- Increase web and brand presence through SEO strategies, and on-site community events
- Strong relationships with community organizations such as churches, libraries and professional services organizations
- Other duties as assigned

JOB SPECIFICATIONS

- Minimum 2 years relevant experience required
- Working knowledge of Microsoft office application (Word, Excel, Power Point) required
- Excellent written, verbal, and interpersonal communication skills
- Experience with database management
- Ability to handle multiple tasks under pressure without losing productivity or attention to detail
- Ability to work well not only as part of a small, dynamic team, but also independently
- Demonstrates strong judgment skills and attention to detail while meeting targeted deadlines
- Assesses the urgency and importance of situations and take appropriate action
- Excellent organizational, problem-solving, and time-management skills
- Engage in a professional manner and with individuals at all levels
- Must be flexible and adaptable
- Exhibit and abide by the Vegas Chamber values, policies and procedures including integrity, collaboration, adaptability, accountability, punctuality, superior customer service and delivering excellence
- Must possess a valid Nevada driver license, clean DMV record, reliable personal vehicle, and insurance, suitable for transporting materials to and from events if required
- Must be able to continuously (repeatedly use fingering/fine dexterity, wrist motion, flex wrist, grasp/squeeze, handling/gross dexterity, reach at shoulder or below, hear, talk, and sit
- Must be able to frequently reach above shoulder, stoop, kneel, balance, bend, twist body, walk and stand
- Must be able to occasionally lift, carry push, or pull a minimum of 35lbs
- Bilingual in either Spanish or Tagalog a plus