



Housing Matters Community Engagement Manager

Housing Matters partners with individuals and families to create pathways out of their homelessness into permanent housing. Housing Matters is a leader in working to end homelessness – and we want you to be part of our team. Housing Matters is looking for individuals eager to make a difference and willing to enthusiastically commit to join in our vision that homelessness in Santa Cruz County should be rare, brief, and non-recurring.

Job Description

Aligned with the mission of Housing Matters, the Community Engagement Manager is responsible for working with the Asst. Director of Communications to develop and execute a program for engaging local community stakeholders in conversations and action around solutions to homelessness.

Help us launch a new program! The Community Engagement Manager activates known networks and relationships, while identifying and engaging new groups, and growing and sustaining existing community relationships. The result of this work will be high-quality leads for prospective donors, volunteers, and allies; community awareness about Housing Matters, its mission, and evidence-based solutions to homelessness; and support of the goals outlined in the communications and fundraising/development plan.

This position reports to the Asst. Director of Communications; the Communications Department works closely with the Development Department to meet mutual goals.

Essential Duties and Responsibilities

- Work collaboratively with internal and external partners to develop and implement a program of community engagement activities that foster awareness, understanding, and action in regards to solutions to homelessness in Santa Cruz County
- Cultivate and manage relationships with key community stakeholders to support the long-term community engagement strategy
- Collaborate with the Asst. Director of Communications to develop and implement a program for gathering, honing, and sharing lived experience stories; promote external storytelling to strengthen brand reputation and awareness of the issue
- Work with the Housing Programs team to identify individuals with lived experience; manage a very small group of people with lived experience who can contribute to community engagement activities on an as-needed basis
- Engage employees as active advocates and ambassadors of Housing Matters
- Generate donor, volunteer, and advocate leads through community engagement activities, including but not limited to: speaking to community groups, organizing campus tours,

visiting classrooms and collaborating with educators, tabling at outreach events, partnering with like-minded agencies, meeting with local elected officials

- Contribute to and advocate for the development of educational and marketing content to be shared with various audiences
- Create and maintain detailed documentation of all aspects of the program, including plans, budgets, and outcomes
- Adjust program design and execution as needed to respond to realities and challenges of implementation
- Prepare reports on program design and outcomes to report out to internal stakeholders as needed

Desired Qualifications

- Experience in education, community organizing, or similar work
- Knowledge of building comprehensive and engaging presentations and workshops
- Exceptional public speaking skills, including the ability to communicate comfortably and build trust with a wide spectrum of people, from donors and board members to our program participants
- Excellent writing skills, including creating and editing content for presentations, workshops, and other outreach activities
- Proficient in using Microsoft Office applications; knowledge of Adobe Creative Suite preferred by not required
- Ability to manage multiple schedules, projects, and programs simultaneously without losing sight of important details
- Excellent attention to detail
- Valid California driver's license

Hours

This is a full time, salaried, exempt position. Occasional evenings and weekends required. Health Insurance, PTO and Vacation Benefits begin after 90-day introductory period.

To Apply

Please email a cover letter and resume to the attention of Human Resources at recruiter@housingmatterssc.org. No Phone calls or faxes. Housing Matters is an Equal Opportunity Employer.

Please apply via email or in person with cover letter and resume.