

Community Engagement Coordinator Full Time



Description

Newtown Creek Alliance (NCA) is a community based non-profit with the mission to Reveal, Restore, and Revitalize Newtown Creek, a Superfund waterway that borders Brooklyn and Queens. Community engagement and environmental education are central to our mission and day to day work, as we seek to advance local awareness, stewardship, and advocacy for the waterway.

NCA is hiring a full time Community Engagement Coordinator (CEC) to oversee our outreach efforts and drive education about and participation with specific issues that impact the watershed: superfund remediation, combined sewer overflow and stormwater infrastructure, green infrastructure, urban heat island, coastal resiliency, and land use planning. The CEC will work closely with NCA Staff and report to the Executive Director.

Job Duties

- Develop outreach strategies to more thoroughly engage with residents, community organizations, local schools, issue allies, local businesses, and other stakeholders.
- Deliver programming at local events, community boards, and CBO events on NCA's work and overlapping pressing environmental justice issues that impact Newtown Creek and it's surrounding neighborhoods.
- Manage a new NCA project to identify opportunities for increased tree canopy on public and private sites within the Industrial Business Zones around the Creek.
- Help create digital and print outreach materials for NCA and specific issues/projects.
- Represent NCA in formal settings such as public hearings and at coalition meetings.
- Maintain active communication channels with supervisors, including the scheduling of regular check-ins to provide updates and work plans.

Qualifications

- 2 years experience in community organizing/engagement, education, or advocacy.
- Familiarity with Environmental Justice issues, and organizational priorities such as water quality, green infrastructure, superfund remediation, green industry, and public access.
- The ability to easily travel to various destinations within the Newtown Creek watershed.
- Experience working with many different demographics and age groups.
- Clear and patient communicator with the general public and very comfortable with public speaking in various settings.
- Flexibility to work events on weekday evenings and weekends.
- Highly motivated, organized, and self-driven with the ability to work well with others in a small organization.
- Proficiency with Google suite.
- High attention to detail and organizational skills.

Extra Qualifications (not required, but very helpful)

- Fluency in Spanish.
- Experience/interest in graphic design and creating outreach materials.
- Knowledge about and familiarity with the communities surrounding Newtown Creek.

Compensation and Schedule

- This is a full-time, salaried position. The salary range for this position is \$51,000 to \$56,000, commensurate with skills and experience.
- NCA offers new full-time employees 10 days paid vacation; 7 sick/personal days; 12 paid holidays.
- NCA contributes \$900/month towards a health care plan, including dental/vision.
- Required flexibility to work some evenings and weekends, as well as travel to community meetings/events (approximately 5 to 10 evening/weekend events per month).
- NCA's offices are located at the Kingsland Wildflowers building in Greenpoint, Brooklyn. Standard office hours are M-F 10am to 6pm.
- Opportunities to participate in additional NCA programs, professional development, and events based on organizational needs.
- This position is funded via project specific grants, continuation beyond August 2025 is subject to funding.

Newtown Creek Alliance is committed to workplace diversity and inclusion. It is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law.

To Apply, Please Submit:

1. Cover letter (.pdf) with at least two references included
2. Resume (.pdf)

to Tess@newtowncreekalliance.org with 'Community Engagement Coordinator' in the subject line.

Applications will be reviewed on a rolling basis; early applications are encouraged. The deadline to apply is January 14, 2024 (11:59pm).