



# Poughkeepsie Children's Cabinet

**Job Title:** Community Engagement Manager

**Reports to:** Executive Director

**Location:** Poughkeepsie, NY

**Position Type:** Part-time (20 -25 hours/week)

**Compensation:** \$25 - \$28/hour

## **Position Summary:**

The Community Engagement Manager will play a critical role in implementing the Poughkeepsie Children's Cabinet's (PCC) community engagement strategy, with a particular focus on supporting PCC's Community Champions and Ambassadors. This position will be responsible for managing the Community Leadership program, including training planning and logistics, coordinating Choice Community Ambassadors in CNI grant activities in coordination with the City of Poughkeepsie and Early Childhood Community Champions in engaging parents of children 0-3 and implementing BASICS Insights program in collaboration with the PCSD Community Schools Department. The Manager will work closely with PCC staff, PCSD Community Schools Department, City of Poughkeepsie staff, community partners, and residents to ensure robust community participation in cradle-to-career initiatives and neighborhood transformation efforts.

## **Key Responsibilities:**

### 1. **Community Champions Program Management:**

- Recruit, manage training series, and support a team of 4-6 Early Childhood Community Champions focused on engaging parents and caregivers of children ages 0-3.
- Lead administration and support development of ongoing training and capacity-building activities for Community Champions;
- Coordinate Community Champions' participation in community events and outreach activities;
- Manage stipends and track engagement hours for Community Champions;
- Facilitate regular check-ins and provide coaching to Community Champions;

2. BASICS Principles Implementation:

- Lead PCC's efforts in implementing the BASICS Principles program throughout the city.
- Coordinate with PCSD Community Schools Initiative (CSI) on BASICS-related activities
- Oversee enrollment of families in the BASICS Insights text messaging program
- Manage the BASICS Dashboard, including local text message content and data reporting
- Support Champions in providing referrals to parents and tracking all referrals and engagement data.
- Coordinate meetings and communication with PCSD Community School team.

3. Community Ambassador Program Management:

- Support Choice Community Ambassadors focused on engaging residents of MLK and Thurgood Marshall PHA Developments in Choice Planning Grant activities, including training support.
- Coordinate and support Community Ambassadors participation in CNI task forces, working groups, outreach activities, and community meetings and events;
- Manage stipends and track engagement hours for Community Ambassadors
- Ensure alignment between CNI planning activities and PCC's broader cradle-to-career initiatives.

**Qualifications:**

- Bachelor's degree in community development, urban planning, social work, or related field with 2-4 years of experience, **or**
  - Associates degree in relevant field with 4-7 years relevant work experience, **or**
  - High School Degree or equivalency with 7 or more years relevant experience.
- Experience working with Poughkeepsie communities and local stakeholders, including experience working with diverse communities and facilitating inclusive engagement.
- Excellent interpersonal, communication, and presentation skills
- Ability to work flexible hours, including some evenings and weekends



- Proficiency in Microsoft Office and/or Google Workspace and familiarity with data management.
- Bilingual in English and Spanish strongly preferred

Key Competencies:

- Knowledge of Poughkeepsie communities, assets, and challenges.
- Strong project management and detailed organizational skills
- Ability to build trust and relationships with diverse stakeholders, displaying cultural competency and humility
- Creative problem-solving and adaptability
- Collaborative team player with ability to work independently

Experienced, qualified applicants that do not meet 100% of listed qualifications, skills, or experience are encouraged to apply.

*The Poughkeepsie Children's Cabinet provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status or any other protected characteristic as established by applicable law. We seek to build a diverse staff representative of the communities we serve.*

**Please send resume and thoughtful cover letter [jobs@pkchildren.org](mailto:jobs@pkchildren.org)  
Applications will be reviewed on a rolling basis through February 3, 2025**