



**Byrd Barr Place
Job Description
Engagement Coordinator**

Department: Impact

Position Title: Community Engagement and Events Coordinator

Reports to: Impact Director

Staff Supervision: None

Salary Wage: Non-Exempt; \$27.49 – 30.55 per hour starting salary

Hours: Full time; Monday – Friday, 9-5pm, with 1 hour paid lunch break

Location: Hybrid remote-onsite, and 722 18th Ave, Seattle, WA 98122

About Byrd Barr Place: We envision abundant communities where all prosper. Our mission is to create a more equitable Seattle through innovative programs and advocacy that empower people to live healthier and more prosperous lives.

Byrd Barr Place provides services to a range of clients with a focus on individuals, families, and communities impacted by low-income status, poverty and/or home instability. As an organization, we are creating a community hub dedicated to preserving Black Washingtonian history, serving the community as it exists today with essential services, and partnering with others to advocate for systemic change.

General Description:

We are searching for a motivated **Community Engagement and Events Coordinator** to support the coordination and execution of our Community Engagement strategy and external communications and public relations, fund development efforts. This includes Implementing Community Listening sessions, conducting client surveys, Event Planning, campaign planning and coordination, brand-building marketing & communications.

An experienced Community Engagement coordinator and event planner to manage production with the Executive Leadership team from concept through completion, helping establish our community presence. The Community

Engagement Specialist is responsible for developing and implementing strategic initiatives that build and maintain relationships with key stakeholders, including public and private organizations, non-profits, and local communities. The ideal candidate is passionate, creative, detail-oriented, and dedicated to providing superb client service. This role demands someone who can handle all aspects of event planning including cost containment, venue scouting, equipment logistics, room setup, and best practices. The ideal candidate will be apt at creating and maintaining relationships with various communities. The best candidate for our organization is incredibly organized, loves planning fun, engaging, and dynamic events with maximum donor engagement, and can manage the daily details and use big-picture thinking to ensure genuinely unique, community-centered experiences.

Reporting to and working closely with the Impact Director, the Community Engagement Coordinator is responsible for engagement with the Community, partners, members, and other stakeholders to ensure Byrd Barr Place's mission and services are represented to the community at large. Part of this position will include attending community meetings, public presentations, and events and influencing the promotion of Byrd Barr Place's mission through marketing collateral. The ideal candidate is a high performing and motivated individual who has a passion for combating racism and poverty in Washington State and notionally.

Members of BIPOC (black, indigenous, people of color) communities, or people who have personal experience in historically marginalized and excluded communities are especially encouraged to apply.

Core Responsibilities:

- Coordinate Community Engagement Calendar with Executive Leadership to maximize stakeholder participation.
- Create and nurture ongoing relationships with members of the Byrd Barr Place community, including affiliate Community Organizations, Small business owners, and community leaders.
- Manage all aspects of event planning, meet strict deadlines, and stay within budget.
- Nurture and build relationships with vendors, venues, and other industry contacts while crafting and implementing all events' creative and logistical aspects.

- Remain current with trends in event planning, design, and production, and proactively identify and solve operational challenges.
- Remain current on community developments in the nonprofit sector of Seattle, specifically as it relates to the Black community within and surrounding the central district of Seattle.
- Work with key internal and external partners to brainstorm content ideas, in line with Byrd Barr Place's strategy and in support of various campaigns and community programs.
- Support and evaluate results of communication and fundraising campaigns with the team.
- Attend networking events with the Impact Director to increase professional network, refine relationship management skills, and enhance Byrd Barr Place's outreach and capacity
- Perform other duties and lead special projects as assigned, especially related to people-facing and community engagement programs.
- Coordinate with internal staff, clients, and vendors to establish the requirements for an event and serve as liaison to senior executives, government officials, and industry leaders throughout the planning process.
- Direct report to Impact Director
- Plan and facilitate logistics for all events, including contract negotiations, guest lists, venue preparation, presentation materials, security, catering, entertainment, transportation, equipment, decor, and marketing materials
- Oversee client experiences from conception through post-event review; manage on-site preparations, production, and event breakdown; and ensure consistent, high-level service throughout all phases
- Build and maintain a comprehensive industry contacts, vendors, and venues database.
- Troubleshoot any issues that arise on event day

Education and Work Experience:

- Associate or bachelor's degree or certifications in related field, including communications, event management or related field
- 2+ years of relevant work experience is required, demonstrating knowledge skills and abilities to succeed in the responsibilities above.
- Connected and familiar with the Central District / Seattle community is a plus

Knowledge, Skills and Abilities:

- Excellent written and verbal communication and people skills, with knowledge of communication principles and practices.
- Proficient in the use of various MS Office programs, including Word, Excel and Outlook, and ability to use various databases.
- Ability to prioritize, multi-task and follow through with minimal direction.
- Strong project management and organization skills are a must, along with proven ability to take initiative, prioritize, and manage multiple tasks.
- Flexibility in varied job assignments.
- Willingness to pitch in when/where needed.
- Interest and desire to learn how to become an impactful member of the Byrd Barr Place community engagement team
- Upbeat, positive attitude and good sense of humor
- Creative content creative skills, i.e. photography, video, graphic design, etc. is a plus
- Knowledge of website management and social media tools, including Facebook, Twitter, Instagram, LinkedIn is a plus
- An understanding of and belief in, the mission of Byrd Barr Place
- Ability to adhere to BBP's core values and guiding principles: perseverance, innovation, equity and compassion.

Benefits: Byrd Barr Place provides a comprehensive and competitive benefits package including, full employee coverage for Medical, dental and vision insurance; employer contributed FSA, employer-matched 401(K) plan, short and long-term disability, group life and accident insurance. One floating holiday per year, annual leave accrual, annual sick leave accrual and 14.5 paid holidays.