



Title: Community Engagement Coordinator
Reports To: Operations Director
Status: W9 (Subcontractor)
Hours: 25 hours / week, 9-Month Contract
Compensation: \$25 / hour

3Sixty is a community development organization working to connect, empower, and mobilize residents for neighbor-led transformation throughout all of Holland's neighborhoods.

POSITION SUMMARY:

The Community Engagement Coordinator will be responsible for connecting, empowering, and mobilizing residents to improve Holland's Montello Park using existing assets and strengths.

Primary Responsibilities:

- Build relational capital with Montello Park residents (*10 hours / week*)
- Support strategic planning for resident leadership group (*10 hours / week*)
- Create and maintain communications and data management systems (*5 hours / week*)

Essential Duties:

- Relational Development
 - Conduct one-on-one meetings with Montello Park residents as well as other stakeholders (e.g. business owners, faith leaders, nonprofit professionals, etc.) and document outcomes
 - Attend regular gatherings for Montello Park residents to coordinate and plan community events
- Program Administration
 - Recruit Montello Park residents to participate in leadership training program
 - Assist facilitators in hosting and executing training program(s)
 - Support resident leadership in prioritizing and planning improvement projects and events using allocated grant funding
- Communications Management
 - Build and manage a contact list for neighborhood-based communications
 - Coordinate a communications plan with 3Sixty administrative support staff
- Data Management
 - Collect and organize neighborhood resources using asset-mapping techniques and tools

Role Requirements:

- Excellent project management skills
- Effective verbal and written communication skills
- Spanish fluency strongly preferred

2025 Goals

- *Establish weekly gathering opportunity as an on-ramp for new neighborhood connections*
- *Coordinate a place-based leadership training program for 10-20 Montello Park residents in partnership with CommunityWorks*
- *Formalize basic resident leadership structure (e.g. group name, membership, etc.)*
- *Implement 1-3 small-scale, neighbor-led improvement projects and/or events*