



Cohere Partners, Inc.  
JOB DESCRIPTION: 12/16/2022

TITLE:	Community Engagement Coordinator	FLSA STATUS:	Non-Exempt
		CLASS:	Administrative -Full-time
REPORTS TO:	Director, Community Engagement	LOCATION:	Kissing Tree - San Marcos, TX

### SUMMARY

The Community Engagement Coordinator plays an integral role in advancing the mission of the Kissing Tree Community Life Team by fostering unique opportunities for residents to engage and connect, creating a sense of community and lifestyle that sets Kissing Tree apart from any other place to live.

The Coordinator will plan and implement a portfolio of activities and engagement programs that occur on a seasonal calendar while involving community stakeholders (residents, partners, etc.) through the process. The Coordinator is also responsible for leading long-term relationships that grow the quality of opportunities for residents to be involved in their community, as well as establish and maintain important relationships with community partners who also contribute to a robust community life.

As a member of the Kissing Tree Community Life Team, the Coordinator is charged with creating vibrant lifestyle experiences through engaging programmatic opportunities and supporting the broader team as needed for other civic engagement programs, including community center operations, and building coverage, volunteer and philanthropic programs, club, and group activities, and facilitating internal and external communications with the team and the community.

### SCOPE

- Assist in the development and implementation of events, community programs and other activities that support our commitment to innovative community-building initiatives.
- Use fun, creativity and genuine enthusiasm to build relationships with residents; endeavor to understand personal and collective interests.
- Engage appropriate partners and stakeholders in planning and coordination
- Solicit quotes/estimates from vendors and negotiate against pre-approved budgets
- Maintain accurate records of all materials associated with event and program planning
- In partnership with the communications team, craft appropriate communications and promotional messaging to deploy effective communications strategies in support of events, activities and programs.



- Create and execute detailed event and program plans, while supporting and guiding staff and volunteers on event or program day as needed
- Lead the execution of day-prior set-up and logistics, including critical communication to Team, residents and partners regarding impact of programs and events.
- Lead the execution of the event and/or activities (days may begin as early as 5:00 a.m. and end as late as midnight.); be onsite to manage and handle all necessary decision-making
- Actively recruit and build relationships with community volunteers for existing and new community programs at Kissing Tree; organize and host recruitment events for volunteer opportunities.
- Be the primary touch point for existing volunteers, including distribution of information, reminders and follow-up; keep up-to-date information on all programs, calendars, RSVPs and reference materials.
- Work closely with community volunteers.
- Assist in the planning and execution of volunteer recognition events.
- Establish and support a robust offering of resident-led clubs that reflect the interests of community members; guide club leaders to create roll-out, charters and on-going communications plans.
- Oversee a full complement of classes and workshops that engage diverse age groups, interests and passions of residents.
- Manage vendor relationships and ensure that appropriate contracts are executed, insurance requirements are met and similar details are handled.
- Submit all final invoices upon receipt to Community Engagement Manager for timely processing.
- Draft a post-activity summary and host post-event wrap-up meeting with Community Life Team as appropriate.
- Assist with community center building coverage and other functions as needed.
- Provide key information to the Communications team to update the Kissing Tree website with current program and event information, manage event registration and calendar systems, and informational/reference materials.
- Coordinate with the communications team, providing information for them to draft and post messages to community social media sites that are relevant to the community and support Kissing Tree values.
- Ensure that Kissing Tree and Cohere brand standards are met within all programs.
- Assist team with organization of supplies and equipment in storage for easy identification and access.



## **ATTRIBUTES:**

Key attributes for a successful Community Engagement Coordinator include, but are not limited to the following capabilities, qualifications, and performance skills:

- Passion for people and able to engage in authentic, meaningful ways
- Outstanding customer service skills and instincts
- Personable, tactful and diplomatic
- Ability to foster a collaborative environment when serving both internal and external customers
- Excellent verbal, written and personal communication skills
- Conscientious and dependable work ethic and attention to detail
- Organization, prioritization, follow-up and time management skills
- Ability to keep the organization's vision and values at the forefront of decision-making and action
- Ability to establish and convey a sense of purpose in alignment with the values of Community Life
- Innovative and creative problem solving using a “win-win” approach
- Possess initiative to think, reason and make independent decisions
- Able to work independently and in a team environment
- Project enthusiastic, positive and professional demeanor
- Possess strong management and organizational skills
- Flexibility and adaptability

## **KNOWLEDGE | EXPERIENCE**

- College degree required in hospitality, event management, marketing, communications, recreation or similar field serving diverse stakeholder groups
- A minimum of 3 years' experience planning events and/or programs preferred
- A minimum of 1 year of experience working with volunteers, organization members or similar stakeholder groups preferred
- Experience writing and editing promotional content preferred
- Proficiency in a wide range of software including Microsoft Office Suite, social media channels (Facebook, Instagram, Twitter), WordPress and others.



- Ability to provide one's own transportation for off-site programs, meetings with partners, picking up necessary supplies, etc.; must have a current drivers' license and an acceptable driving record.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- The Coordinator should expect to work a flexible schedule, including evenings, weekends and some holidays.
- Frequent outside work in wide-ranging weather conditions.
- Frequent lifting, carrying and moving items weighing up to 30 pounds.
- Extended periods standing and walking during events.

## **OPERATING PRINCIPALS**

In furtherance of our mission team members will:

- Instill a sense of fun and enthusiasm into everything we do.
- Encourage a dynamic collaboration between internal and external stakeholders.
- Exercise tact, diplomacy and fair-mindedness in all interactions while providing exceptional customer service.
- Reflect a work style based on inclusiveness, mutual respect, consensus-building and responsiveness to changing needs and opportunities.
- Embrace the vision, goals and aspirations of Cohere.

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**Cohere is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.**