



Cohere Partners, Inc.

JOB DESCRIPTION

TITLE:	Community Engagement Coordinator	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Engagement/Operations	CLASS:	Administrative – Full-time
REPORTS TO:	Executive Director	LOCATION:	Loveland, CO/Hybrid

Summary

The Community Engagement Coordinator (the “Coordinator”) is a key forward-facing role in delivering an outstanding customer experience to Centerra and Baseline stakeholders. Supporting the implementation of engagement and communications strategies that deliver on the broad, collaborative community building initiatives and our clients, this position requires an enthusiastic attitude and willingness to work a flexible schedule.

The primary goal of the Coordinator is to support the cultivation of stakeholder engagement. Working under the direction of the Senior Community Engagement Manager and in collaboration with internal communications and operations partners, the Coordinator will support the execution of engagement programs and events. In addition, the Coordinator will be the on-the-ground eyes and ears for communications, identifying information needs and story opportunities as well as drafting and producing compelling and accurate messaging.

The Coordinator will actively support the values, vision, and philosophies of Cohere, while meeting community stakeholder needs with a high level of satisfaction.

Scope

- Support community initiatives, outreach activities, and partner relationships
- Document service process and engagement trends
- Support delivery of the community brand and engagement strategy
- Contribute to the development and execution of community strategic plans & budgets
- Support delivery of engagement programs and events inclusive of welcome, leadership, volunteer, and club and group programs and signature events
- Coordinate annual communications calendar in support of Engagement and Operations imperatives.
- Maintain community engagement records in Cloud-based storage files.
- Take notes and produce minutes for Assembly board meetings.
- Manage technical execution and invoicing for community programs
- Support the Centerra and Baseline team with tasks, special projects, and events as needed

- Support the content curation and production of community collateral, including weekly e-blasts
- Help monitor, evaluate, and maintain community website content pages as required
- Provide customer support to residents as needed
- Support the success of the Colorado teams by actively participating in monthly meetings, sharing best practice knowledge, and collective problem solving.
- Additional duties as assigned.

Attributes

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

- Support community initiatives, outreach activities, and partner relationships
- Document service process and engagement trends
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Knowledge | Experience

- Possession of a bachelor's degree in a related field preferred
- Experience in customer service and working in a professional environment
- Effective communication, motivation, cooperation, and conflict resolution
- Loveland and Northern Colorado knowledge and established relationships a plus
- Proficient in Microsoft Office Suite, including Word, Excel, Publisher, PowerPoint, Paint, Outlook
- Comfort with web programs and tools - WordPress and CMS web platforms
- Comfort with Adobe Creative Suite, including Photoshop, InDesign, Acrobat Pro
- Proficient in database management

- Personal skills to include leadership abilities, positive outlook, self-motivation, and problem solving

Operating Principles

In furtherance of our mission team members will:

- Instill a sense of fun and enthusiasm into everything we do for the community.
- Encourage a dynamic collaboration between organizations such as municipalities, school districts, arts organizations, and other community social, civic, special interest and activity groups, leveraging combined talents, energies and resources for the benefit of all community stakeholders.
- Exercise tact, diplomacy and fair-mindedness in all interactions while providing exceptional customer-service.
- Work collaboratively with the community to promote a governance style based on inclusiveness, mutual respect, consensus-building and responsiveness to changing needs and opportunities.
- Strive to sustain a level of community maintenance that is simply the finest available anywhere.
- Promote compliance with community rules through education, communication and building grassroots support.
- Embrace the vision, goals and aspirations of Cohere.

Job Type: Full-time

Pay: \$40,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

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.