



Job Description

Community Engagement Coordinator

Job Profile

Job Title: Community Engagement Coordinator
Department/Program: Special Projects
Reports to: Special Projects Manager
Job Details: Non-Exempt, Hourly, FT, Permanent
Scheduled Hours: 35 - 40 hours per week
FTE: 1
Benefits Eligibility: 401(K), Medical, Vision, Dental
Compensation Range: \$ 20 - 24 per hour

EEO-1 Component 1 Job Category: Professionals
SOC Code: Community and Social Service Specialists, All Other
Six-Level SOC Job Code: 21-1099
FourDigit Census Code: 2025

Job Description

A Community Engagement Coordinator supports the Education & Leadership Foundation's special projects team by performing tasks related to:

- Lending Circles Program (They're called tandas or cundinas, depending, in Mexico. Brazilians call them pandeiros; they're susus in West Africa and the Caribbean, and hui in Asia)
- Citizenship Test Prep
- Individual Taxpayer Identification Number (ITIN) & 1099 Tax Support
- Community Outreach Presentations

Knowledge, Skills, and Experience

- Two years of post-secondary education and/or comparable work experience in areas such as economic development, business administration, organizational leadership/management, community outreach, civic engagement, accounting, finance, etc.
- valid CA driver's license & reliable transportation to and from work sites, ability to drive company vehicles as needed to community events
- work authorization as a W-2 employee or 1099 employee (see I9 employment eligibility requirements)
- bilingual & bi-literate in Spanish and English
- Demonstrate knowledge of community resources
- Assessment and case-planning skills
- Verbal and written communication skills
- Organizational skills and ability to multitask
- Understanding of public housing and benefit systems
- Demonstrated ability to collaborate with internal and external partners
- Competency regarding serving those from underserved populations
- Experience in the training, supervision, and evaluation of interns and volunteers
- Willingness to work flexible hours, including occasional weekends and evenings
- Proficiency in Microsoft Office and experience with data entry required
- Proficiency in Google Suites

Performance Area: Lending Circles

- Recruit individuals to participate in the lending circles program through phone calls, door-to-door canvassing, outreach events, networking events, etc. (20 approved participants by 90 days of employment)
- Oversee the application process, answer questions, and provide technical support for interested participants according to customer/client service standards at ELF.
- Support program participants and answer payment timelines, insurance, and ELF program support questions.
- Gather participant feedback and make program improvements under the direction of ELF leadership and stakeholder requirements.
- Prepare an Executive Summary for the program's efficiency and collaborate with the supervisor for feedback and submission.

Performance Area: ITIN and 1099 Tax prep

- Recruit individuals to participate in ITIN & 1099 tax prep services through phone calls, door-to-door canvassing, outreach events, networking events, etc.
- Complete ITIN & 1099 Tax applications as a part of the tax prep program & grant requirements under the direction of the Special Projects Manager and ELF leadership.
- Gather participant feedback and make program improvements under the direction of ELF leadership and stakeholder requirements.

Performance Area: Community Outreach Presentations

- Present general services offered by the foundation to a group setting
- Present on Lending Circles in person and in a virtual setting
- Present on Immigration topics offered by the foundation

Performance Area: Citizenship Test Prep

- Recruit individuals to participate in citizenship test prep classes through phone calls, door-to-door canvassing, outreach events, networking events, etc. (10 approved participants by 90 days of employment)
- Facilitate citizenship test prep classes 2-4 times per month in Fresno, Madera, Tulare, or other designated counties according to ELF leadership and funder requirements
- Gather participant feedback and make program improvements under the direction of ELF leadership and stakeholder requirements.

Environmental Conditions & Requirements:

- This position typically works in an office environment, with occasional travel or remote work as the company requires. Air quality is good, with typically adequate lighting at desks/workstations. Noise conditions are moderate and limited to self and others on telephone calls and general interactions with coworkers and the public.
- Regular business hours, with occasional overtime based on workload.

Physical Requirements:

- Must be able to lift up to 20 pounds and push up to 50 pounds (on wheels).
- Must hear staff on the phone and those served in person and speak clearly to communicate information to patients and staff.
- Must be able to read memos, computer screens, personnel forms, and clinical and administrative

documents.

- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn

Work Environment Accommodation Request

You can request a worksite accommodation to support a personal or medical need. Please note that any listed work environment accommodation request will undergo an interactive process that involves you (as the employee) and ELF leadership in determining a workable solution. If necessary, ELF will request documentation supporting your personal or medical needs.

[Accommodation Request Form](#)

Employee Acknowledgement

I have received a copy of my job description, and I have read and understood the job requirements, responsibilities, and expectations outlined in this job description.

I attest that I can perform the essential job functions as outlined:

- with reasonable accommodations
- without any reasonable accommodations

Name (Print):	
Signature:	Date: