

POSITION DESCRIPTION

Regional Community Engagement Coordinator

Organization: Veterans Center

Program: Fair Housing – National Media Campaign

Reports To: Program Director – Fair Housing

FLSA Status: Exempt

Pay/Grade Equivalent: \$45,000 – \$65,000

Collaborates With: Program Director

1. POSITION SUMMARY

The Regional Community Engagement Coordinator is responsible for developing and maintaining relationships with community stakeholders, housing providers, advocacy groups, and regional partners to support fair housing awareness and education efforts.

The position advances outreach strategy by strengthening regional networks, coordinating engagement events, and increasing participation in campaign initiatives.

2. MAJOR DUTIES AND RESPONSIBILITIES

2.1. Regional Partnership Development (20%)

- Identify and cultivate relationships with local housing organizations, advocacy groups, nonprofit partners, and industry stakeholders.
- Coordinate collaboration with landlords, lenders, insurers, real estate professionals, and community leaders.
- Support engagement with professional associations and local coalitions.

2.2. Community Outreach & Event Coordination (20%)

- Plan and coordinate regional outreach events, workshops, and stakeholder meetings.
- Support logistics for regional conferences and educational sessions.
- Increase community participation in campaign activities.

2.3. Stakeholder Communication (15%)

- Serve as primary regional liaison for outreach initiatives.
- Maintain regular communication with partners and coalition members.
- Provide updates on campaign efforts and educational resources.

2.4. Data & Engagement Reporting

- Track regional engagement metrics.

- Document partnership activities and attendance.
- Provide reports on outreach effectiveness.

2.5. Collaboration with Internal Teams (10%)

- Coordinate with Industry Trainers for local training opportunities.
- Support Investigators by identifying regional trends or recurring issues.
- Work with Communications team to amplify regional events.

3. KNOWLEDGE REQUIRED

- Knowledge of the Fair Housing Act and protected classes
- Investigative or compliance experience
- Interviewing and documentation skills
- Experience with case management systems
- Ability to maintain confidentiality and neutrality

4. COMPLEXITY

The work involves coordinating outreach across diverse geographic areas and stakeholder groups with varying levels of familiarity with fair housing requirements.

Assignments require:

- Navigating sensitive community dynamics
- Engaging underserved populations
- Balancing advocacy and industry relationships
- Adapting outreach strategies to urban and rural environments

The Coordinator must exercise judgment in managing stakeholder expectations and maintaining neutrality while advancing outreach goals.

5. SCOPE AND EFFECT

The purpose of the work is to strengthen regional networks and expand awareness of fair housing protections through structured engagement.

The work directly affects:

- Community participation in fair housing initiatives
- Partner collaboration
- Industry engagement levels
- Regional campaign visibility

Effective coordination enhances public awareness, supports prevention efforts, and strengthens the organization's regional presence.

6. SUPERVISORY CONTROLS

The Regional Community Engagement Coordinator works under the general supervision of the Partnership & Interagency Manager or Program Director, who establishes overall outreach objectives and geographic priorities.

The Coordinator independently develops regional engagement strategies, schedules meetings, and maintains partnerships within assigned areas.

Work is reviewed for overall effectiveness, alignment with organizational goals, and quality of stakeholder relationships rather than day-to-day oversight.

7. MINIMUM QUALIFICATIONS

- Bachelor's degree OR equivalent experience in community engagement, public administration, housing, nonprofit management, or related field.
- Minimum two (2) years of experience in outreach, partnership development, or community engagement.
- Strong communication and relationship-building skills.

8. PREFERRED QUALIFICATIONS

- Experience working in housing, civil rights, or nonprofit sectors.
- Familiarity with fair housing principles.
- Experience coordinating multi-stakeholder events.
- Bilingual proficiency preferred.

9. WORK ENVIRONMENT

Hybrid/Remote. Travel up to 15% for HUD monitoring

10. KEY COMPETENCIES

- Strategic relationship building
- Negotiation & diplomacy
- Cross-sector collaboration
- Analytical reporting
- Cultural competency
- Program evaluation
- Communication & facilitation