



Title	Community Engagement Associate
Reports To	Director of Government & Community Engagement
Position details	Non-exempt, 15 hrs/week part-time, \$25/hr, January-May (estimated)

Department Overview:

The Community Engagement Associate works under the Director of Government & Community Engagement and is part of a larger Program team that supports education/training, program operations, and coach development and support.

Job Overview:

The Community Engagement Associate is a part-time, temporary (January-May proposed), primarily remote/home office role (option to work in Oakland office and opportunities to assist in logistics on-site) that will focus on conducting research in support of key questions that present themselves before, during, or after Racial Equity and Access in Youth Sports Task Forces meetings in the San Francisco Bay Area and San Diego, CA. The goals of each task force are to 1) build community ownership of strategies that create more racially equitable youth sports opportunities for Black and Brown youth, and 2) increase the number of Black and Brown coaches trained in sports-based youth development that become volunteer sports coaches in marginalized communities of color. Ultimately the Task Force will create a Sports Equity Agenda that will serve as a roadmap including strategies to eliminate the sports participation gap in Black and Brown Communities.

Principal Duties

- National and local research such as analyzing economic data, participation rates in youth sports, racial and gender representation in leadership positions in the youth sports space, and volunteerism data by race, gender, ethnicity, and age.
- Conduct research between meetings based on decisions made during each meeting
- Create a “data profile” of cities prior to the creation of a local Racial Equity and Access in youth Sports Task Force for presentation to participating, influential stakeholders
- Maintains record-keeping through notes, organization, data entry into internal database for future reference by Program staff.
- Collaborating with Marketing/Development/Communications for material creation and distribution as well as directing/advising customization of communication pieces.
- Other administrative or logistical duties as assigned in support of the department’s goals as time allows.

Knowledge, Skills, and Abilities

- Interest in and passion for increasing equitable access to sports and trained coaches for youth

- At least 2 years of demonstrated professional, academic, or volunteer experience successfully researching data online from reliable sources and applying analytical/investigative skills
- Experience with organizing data in Excel for professional or presentation purposes
- Prior experience with civic engagement and community organizing preferred
- Basic small group event planning skills and experience preferred, but aptitude towards detailed agenda/event work required to be substantiated.
- Microsoft Excel fluency to organize data clearly
- Microsoft PowerPoint fluency for data visualization that is ready for presentation
- Prior experience with written and oral communication skills with a variety of stakeholders
- Access to transportation for attendance at Task Force 1-3 in-person meetings once a month.
- Proactive, organized, and efficient to meet deadlines and anticipate needs of the Director.

Competencies

- Research skills
- Data visualization and organization
- Presentation skills
- Organization
- Creative application of knowledge and investigative skills
- Program/Project Management

Working Conditions

Hours

Part-time position of up to 15 hours per week, hourly rate of \$25/hr for hours worked. Occasional adjustment of work hours with prior notice. Position is “at-will” and intended to be temporary during Q1 2022. It is possible that expectations for an end date in May could change.

Physical requirements/ADA notes

- Remote work schedule , but office access in Oakland possible
- Minimal travel required
- Occasionally lifting up to an estimated 10 lbs.
- Elevator in building/access
- Office location on public transportation routes. Parking also nearby for fee.
- Fluorescent and natural light environment with open spaces and private space options to reserve
- Non-discriminatory bathroom policies within building, but no single bathrooms available
- Employees at Coaching Corps are required to present vaccination status to HR to have on file. There is no vaccine mandate at this time from the Organization, but if an employee is not vaccinated, it may limit the in-person work opportunities if a partner, site, government entity requires it.

Coaching Corps reserves the right to assign or reassign duties and responsibilities to this job at any time. The job description reflects management’s assignment of essential functions, but it does not restrict the tasks that may be assigned.