



KEEP CINCINNATI BEAUTIFUL COMMUNITY ENGAGEMENT COORDINATOR

Keep Cincinnati Beautiful (KCB) is seeking a Community Engagement Coordinator to join a forward-thinking, growing Cincinnati non-profit that makes our region cleaner, safer, healthier and more connected. KCB's mission is to empower all Cincinnatians to build community and create a positive future through revitalization, education, and mobilization.

Job Description:

Keep Cincinnati Beautiful seeks an enthusiastic, inclusive, community-minded individual to conduct community outreach and administer the Safe & Clean Neighborhood Funds. The City of Cincinnati Safe & Clean Neighborhood Funds are designed to support and encourage community-based efforts to improve safety, eliminate blight, and increase livability through neighborhood-level problem-solving approaches and projects. Historically these resources are dispersed as grants to neighborhood groups twice per year, but the City has increased the funding to be distributed and additional grants will now be made quarterly.

Key Responsibilities:

Administration of Safe & Clean Funds:

- Market, coordinate, disperse, and manage ~\$300,000 of grant funding annually for community-driven projects.
- Provide support for grantees and prospective grantees, maintain communication and conduct site visits throughout the grant period.
- Maintain organized records of grant applications, awards, invoices, and reports.
- Coordinate reviews with the Safe & Clean Committee on a quarterly basis.

Community Outreach and Engagement:

- Represent KCB at community events and council meetings. Build relationships with new and existing partners and constituents.
- Serve as liaison to KCB's YP Council.
- Coordinate digital communications, including the monthly KCB newsletter and social media postings.

Organization-Wide Support:

- Collaborate with fellow team members to implement cross-program initiatives.
- Assist with organization-wide fundraising and volunteer events including Cincy Block Party, Love Thy 'Nati Celebration, Breakfast of Champions, and volunteer cleanups.

Knowledge, Skills and Abilities:

- Excellent written, verbal, and interpersonal communication skills.
- Ability to build inclusive relationships with a wide range of people, including community, government, and corporate partners.
- Organized, detail-oriented, and the ability to multi-task.
- Driven self-starter dedicated to making everything they touch the best it can be.
- Ability to manage and balance complex budgets.
- Experience with marketing and/or social media.
- Proficient computer skills, including Microsoft Office suite.
- Ability to work flexible hours, with occasional evening and weekend engagements.

Characteristics of a KCB team member:

- Clear Communicator – We value open and honest communication as a means of creating efficiency, understanding and progress.
- Respectful – We take great pride in our team, starting with a foundation of trust and respect.
- Problem Solver – We anticipate problems, seek new solutions, and always do our best.
- Community Minded – We take great pride in our work and community.
- Mindful – Practice warmth and genuine connection with others.
- Relentless – We love life and work and know our purpose in it.
- Team Player – We step up and ask, “How can I help?”.
- Reliable – We hold ourselves and others to high standards and are serious about our culture.
- Inclusive – We celebrate diversity and welcome inclusivity to foster belonging.
- Trustworthy – We say what we mean and do what we say.

Education and Experience:

- Bachelor's Degree with a focus in community engagement or similar recommended but not required
- At least 1-2 years' experience working with community-based outreach or programming

The Community Engagement Coordinator is a full-time position (32 hours/week), with benefits, and the pay range is \$19-22 per hour, based on experience. Keep Cincinnati Beautiful staff are currently working in a hybrid remote/in-person setting.

Send a PDF of your resume, cover letter and salary requirements to:

jonathan@keepcincinnatibeautiful.org.

Qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity or national origin.