Community Resident Engagement Specialist
JOB ID: 4347
Full Time (Temporary through 6/30/2015 with the possibility of reappointment)

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About HPN
The Hayward Promise Neighborhood (HPN) Initiative is a place-based network of support for all children growing up in the Jackson Triangle Neighborhood. Children access effective schools and strong systems of family and community support. This network of support prepares them to attain an excellent education, to transition to college or post-secondary training, and to enter successful and rewarding careers.

About the Position
Under the supervision of the Executive Director for Program Implementation of Hayward Promise Neighborhood (HPN), the Community Resident Engagement Specialist will lead and facilitate comprehensive strategies for resident engagement and leadership across all aspects of the work. The individual will work to deepen trust and credibility among community residents, the University and other HPN partners. This position will develop and maintain contacts with partners and community leaders as a basis of extending and strengthening community understanding and support of the Hayward Promise Neighborhood initiative.

Responsibilities
Facilitate and lead Hayward Promise Neighborhood (HPN) partners and governance structures to include residents in the HPN work. Lead best practice strategies for reaching community residents from multiple racial, ethnic and language groups; develop and implement a comprehensive plan in collaboration with the Principal Investigator, Executive Directors and Implementation Team to strengthen resident engagement and leadership throughout the project. Recruit, train and sustain a group of core residents in the implementation of HPN work. Develop an understanding of the data systems being used to monitor progress of the project; collaborate with Data Manager to interpret and effectively share that data throughout the community and partnerships. Work alongside other partners to build and sustain full service community schools and support and collaborate with parent leaders assigned to those schools. Attend Implementation Team, network, CEO, and Elected Officials meetings as requested.

Requires:
BA/BS or higher
**Minimum Qualifications:**
Strong interpersonal skills; knowledge of the principles and best practices of community engagement and human relations; demonstrate skills with Microsoft Word, Excel and Power Point. Ability to organize and manage large scale, complex projects with broad visible impact that involve coordination with multiple partners; demonstrate a high level of meeting facilitation and presentation skills. Strong written and oral communication skills. Ability to manage multiple tasks and priorities efficiently and accurately.

**Salary**
Salary Range: $3,897.00/mo. to $5,847.00/mo.
PLEASE NOTE: The anticipated starting salary will be from $3,897.00/mo. to $4,872.00/mo.

**How To Apply**
In addition to the required CSUEB employment application, please submit a letter of interest, professional references and resume.

Please apply at www.csueastbay.edu/jobs.