



Job Description

Position: Community Engagement Coordinator
Reports to: Director of External Relations
Status: Non-Exempt Full Time (40 hours/week)

Organizational Background & Overview of Role:

Formed in 1995 by nine congregations of Catholic sisters, Merced Housing Texas is a faith-founded non-profit based in San Antonio. Our mission is to create and strengthen healthy communities by providing quality, affordable housing with supportive services for individuals, families and older adults with low incomes. We meet our mission through three core programs – Multifamily Program, Owner-Occupied Repair Program and our Resident and Supportive Services Program. We hold Integrity, Compassion, Service and Collaboration as our core values and use them as a lens through which we make decisions, and is the foundation of how we work with each other and the community.

The Community Engagement Coordinator will work with the Director of External Relations and members of the External Relations team to advance the organization's mission and address social injustice issues related to Housing Stability, Social Determinants of Health, and equitable service delivery. Responsibilities are as follows:

Duties and Responsibilities:

Community Impact

- Enter and manage data in the organization's programmatic database
- Run/manage queries and reports related to programmatic, communications and fund development strategies
- Assist in monitoring public trends related to the organization's impact areas
- Assist in developing and tracking measurable outcomes/indicators for each program
- Maintain Policies and Procedures associated with programmatic database workflows
- Assist in training users of the database and serve as internal technical support
- Work with External Relations team to synthesize collected data into meaningful narrative for communications and fundraising purposes

Volunteer Coordination

- Assist in monitoring best practices related to volunteer recruitment and management
- Maintain a Volunteer Code of Conduct and associated procedures to uphold the organization's values
- Recruit and vet volunteers to assist staff in administrative and programmatic functions
- Process volunteer applications and background checks in a timely manner and enter and manage data in the organization's volunteer database
- Keep new and existing volunteers informed about the organization's volunteer opportunities and accomplishments
- Work with staff to coordinate placement of volunteers and management of volunteer assignments
- Work with staff to incorporate volunteer resources into programmatic, communications and fund development strategies

Community Partnerships

- Assist in identifying, developing and stewarding strategic partnerships in the community to help further the organization's mission
- Maintain Community Partnership MOU files

Other duties as assigned

Knowledge, Skills and Abilities:

- Bachelor's degree is required. A combination of experience and education will be considered.
- Knowledge of or experience with Apricot database and/or Neon One is preferred (not required). At least two years of experience working with databases, data procedures and data management is required. (specialized training will be provided)
- A minimum of 2 years in the nonprofit sector is preferred
- Effective analytical, interpersonal and collaborative problem-solving skills.
- Strong organizational and time-management skills
- Strong attention to detail
- Experience in establishing professional and well-organized communication with staff and clients – both verbal and written.
- Strong interpersonal skills including conflict resolution, consensus building and intuitive listening
- Ability to take initiative and contribute in a collaborative and cross-functional team
- Working skill set for Microsoft applications
- Ability to learn from self-paced online training

Physical Requirements and Other Requirements:

- Occasional lifting/carrying up to 30 pounds; visual acuity, manual dexterity necessary to operate a computer keyboard and basic office equipment
- Working Conditions:
- Primarily in the Merced Housing Texas office with some telecommuting
- Extensive use of computer is required
- Mostly sitting, occasional standing bending, walking and lifting
- Must have reliable transportation with a valid Texas Driver's License and current automobile insurance
- Successful completion of background screening

Compensation & Benefits

- Salary \$20 - \$25 per hour depending on education and experience
- Health insurance for employee
- Simple IRA
- Generous sick, vacation and holiday pay

Merced Housing Texas is an equal-opportunity employer and is committed to a culture that prioritizes and values diversity, equity and inclusion for staff and those we serve.

If interested in this position, please submit cover letter and resume to Sonia Lopez at sonia@mercedhousingtexas.org and Rita Warmbier rita@mercedhousingtexas.org with "Community Engagement Coordinator" in the subject line.