



Title: NORCAL Community Engagement Manager  
Department: Transportation Department- Community Engagement  
Reports to: Senior Community Engagement Manager  
FLSA Status: Full-time, Exempt  
Yearly Salary: \$85,101- \$95,402

### **About Community Housing Development Corporation**

We strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate-income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve. CHDC is committed to building a staff that is rich in cultural, social, and experiential diversity.

### **Joint Program & DCAP Background**

In 2015, CHDC expanded our services to help assist low-income families in accessing transportation services through our innovative [Driving Clean Assistance Program](#) (DCAP) in partnership with California Air Resources Board (CARB). The program offers financial counseling, down payment assistance, charging solutions, and access to fair lending options across California for income qualified participants to purchase new or used clean vehicles. Our projections show that our organization will serve over 12,000 low-income families within the next 36 months.

### **General Responsibilities**

Under the supervision of the Senior Community Engagement Manager, the NORCAL Community Engagement Manager will lead the outreach efforts for the joint program in Northern California in collaboration with key partners. S/he/they will be responsible for building strong long-term relationships with communities that have not historically benefited from incentive programs in Northern California. In addition, the NORCAL Community Engagement Manager will work closely with our existing outreach networks to amplify our efforts to expand our programming across the State of California.

### **Responsibilities**

- Build off the existing strategies CHDC has established to further develop and implement effective outreach strategies to reach priority populations in Northern California.
- Work as the lead representative for the joint program in NORCAL
- Recruit, onboard, and support a network of community-based organizations leading on-the-ground outreach efforts in NORCAL (including rural areas).
- Negotiate and manage contracts with outreach partners who are leading on-the-ground outreach efforts.
- Support their supervisor by tracking and managing an outreach budget specific to NORCAL community-based outreach.
- Manage a team of outreach coordinators and develop clear deliverables in partnership with the DCAP leadership team to support team success & accountability.
- Facilitate regularly recurring meetings with regional outreach partners to support peer learning and broader collaboration.
- Actively lead regional community outreach activities and attend outreach events led by other partnerships.



- Provide feedback and input on developing culturally relevant collateral promoting the joint program.
- Represent CHDC at relevant conferences and outreach events.
- Support the broader DCAP team by partnering with internal leaders as needed and as a member of the DCAP leadership team.
- Periodic travel to different locations in California to support outreach and relationship building with partners, leaders, and residents.
- Other duties assigned.

### **Qualifications**

- Bachelor's Degree (or higher) in related field or comparable work experience minimum of 3 years' experience in related field of work.
- Budgetary experience and contract management experience.
- Proven track record of building relationships with internal and external stakeholders including community-based organizations (CBOs)
- Strong social skills and experience in community building.
- Strong Microsoft suites experience.
- Possess a high degree of organization, ability to solve problems independently, and work with others in a congenial and collaborative manner.
- Excellent communication skills, both written and oral, including experience with public speaking and facilitating meetings and training.
- Ability to work flexible hours, and a willingness to travel as needed.
- A background clearance is required.
- Proof of full vaccination is required from Covid-19.

### **Physical Requirements**

- Must be able to remain stationary for extended periods of time.
- Must be able to move throughout the office, access files, and meet with community stakeholders.
- Requires the mental acuity to perform the essential functions as outlined in an accurate and timely fashion.

### **How to apply:**

CHDC career page: <https://communityhdc.org/volunteer-job-opportunities/>

### **Benefits:**

Medical Insurance, Vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Plan.