

Position Title: Community Engagement Coordinator

FLSA Status: Full-time

Starting Salary: \$18-22/hr (depending on experience)

Benefits: Once eligible, 3% match for Individual Retirement Account and 15 days paid time off. For full-time and part-time, 10 paid holidays, two paid half days.

Supervisor's Title: Economic Development Director

Location: Buffalo, NY

Organization Mission: WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Website: www.wedibuffalo.org

Programs Overview:

WEDI's mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers. Founded in 2006 by members of the Westminster Presbyterian Church to improve the quality of life for residents of Buffalo's West Side, WEDI (the Westminster Economic Development Initiative) has two focus areas—Education and Economic Development (ED)—and numerous programs including the West Side Bazaar. This dual focus makes WEDI unique among its peers. With a passionate, diverse staff that is representative of the constituents it serves, WEDI is well-poised to realize its vision that all residents of Western New York can succeed and thrive in a culturally inclusive community.

Position Summary:

WEDI's Community Engagement Coordinator (CEC) will work to promote WEDI's efforts within the region's small business ecosystem. Outreach and event participation will be led by the CEC and supported by the Economic Development department. These efforts include coordinating tabling opportunities, as well as planning, marketing and hosting consistent "WEDI Workshops" and similar training opportunities for local small business owners. Active recruitment of community members to participate in WEDI's opportunities is also expected.

The CEC is expected to be consistently available for small business events and networking opportunities. Hours will be flexible to ensure that the CEC is able to attend these events and coordinate WEDI's participation.

VISION

All residents of Western New York can succeed and thrive in a culturally inclusive community.

MISSION

WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Essential Functions and Responsibilities:

Technical Assistance (TA)

- Schedule and coordinate workshops/webinars for the Economic Development department and WEDI's business owners
 - Work with relevant staff to design and specify these events (TA-focus, intended audience, etc.)
 - Design marketable materials and help promote these workshops and similar training opportunities for local small business owners
 - Monitor registrations and coordinate follow-ups with registrants to seek their feedback
- Serve as a point of contact for WEDI's business support volunteers
 - Regularly recruit new business mentors, coaches, and presenters – especially to fill needs related to WEDI's TA services
 - Maintain an active list of volunteers with all relevant information
 - Schedule and coordinate semi-regular events and opportunities for active volunteers to network with WEDI staff and business owners
- Work to promote the use of WEDI's digitized TA platform ("WEDI Hub")

Outreach, Events, & Partnership Efforts

- Regularly attend community and small business events to promote WEDI's programs and services
- Coordinate networking and outreach efforts with relevant staff
- Serve as a point of contact for individuals or organizations looking to work with WEDI (as volunteers, aspiring business owners, or partners)
- Communicate with partner organizations to share information on our programs and keep WEDI active in the small business ecosystem.

General

- Maintain a thorough understanding of WEDI's mission, programs, and upcoming events/opportunities for community members
- Aid in efforts to coordinate WEDI staff events and related team-building activities
- Work with relevant staff to promote an engaging and active website and social media presence

Preferred Qualifications:

- Strong communication and networking skills. Demonstrated ability to adapt to a wide variety of audiences.
- Basic understanding of lending and small business services.
- Very organized, detail-oriented, with strong database and Excel skills.
- Demonstrated self-starter who goes beyond job description to make sure goals are achieved.
- Flexible schedule, alongside a proactive approach to engaging with the community and local small business ecosystem.
- Fluency in other languages will be considered.

Physical Demands:

- Must be able to sit or stand for long periods of time. Exert up to 50lbs. by pushing, pulling, or lifting.
- Regular travel to events by car, walking, or public transportation.
- Viewing a computer monitor for long periods of time. Frequent alpha/numeric keyboarding.
- Able to talk/hear and communicate with others – with or without reasonable accommodation.

Organizational Policy/Procedure Compliance:

- Follow all organizational policies and procedures as well as local, state, and federal laws.
- WEDI does not tolerate sexually, violently, or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to personnel action up to and including immediate termination. Such actions must be reported to the supervisor immediately.
- Always maintain confidentiality of organizational records and information.
- Maintain a professional, but friendly and culturally sensitive image.

We are looking for people who share our community-driven vision.

If you are interested in applying, please send a resume and cover letter to jobs@wedibuffalo.org. We look forward to hearing from you!