



KALAMAZOO CLIMATE CRISIS COALITION

Title: Engagement and Outreach Coordinator

FLSA Class: Full Time, exempt (Jan 2025-Dec. 2027)

Supervises: 3 part-time Climate Ambassadors

Position Description

The Kalamazoo Climate Crisis Coalition (KCCC; <https://www.kalamazooocrisis.org>) is seeking an Engagement and Outreach Coordinator to oversee and implement community education and foster participation in the Holistic Healthy Homes (HHH) program, funded from a U.S. EPA Environmental and Climate Justice Community Change Block Grant (ECJCCBG) from the Inflation Reduction Act. The HHH program is rooted in KCCC's mission to *"mobilize collective action to achieve immediate and drastic reductions in greenhouse gas emissions and rapid adoption of renewable energy through a transition grounded in social, racial, economic, and environmental justice."* This program is jointly led by KCCC and Kalamazoo County.

With \$18.9 million from the EPA Community Change grant, the HHH program partners with local community organizations to deliver home repairs and energy efficiency upgrades to 300 single-family housing units in the Northside, Eastside, West Douglas, and Edison neighborhoods of the City of Kalamazoo. Additionally, the HHH Program will support expansion of two green industry workforce development programs and the development of four local neighborhood centers that will allow them to function off-grid in an emergency as community anchors to provide activities and services.

The Engagement and Outreach Coordinator will lead community governance planning and community input for the HHH Program. They will work with KCCC and Kalamazoo County leadership to establish and report to the HHH Advisory Committee, and are responsible for organizing 12 workshops over three years in collaboration with community partners. The workshop topics will be oriented towards, but not limited to, climate education, hazard preparation, and home health and safety. They will support management of a team of three Climate Ambassadors each year who will help carry out this work. The Engagement and Outreach Coordinator reports to the HHH Program Director and works in collaboration with a 4-person program team with KCCC, as well as relevant community partners and Kalamazoo County grant leads.

Essential Duties and Responsibilities

- Works closely with the Program Director and HHH team to ensure successful delivery of program outcomes, ongoing outreach, consistent messaging, and financial accountability.
- Maintain and build program relevant positive community relationships in support of program goals and with authenticity to KCCC mission and vision.
- Lead community input with ongoing engagement and regular reporting to inform program team's planning and evaluation.

- Responsible for media communications and storytelling for the HHH Program with support from KCCC and Kalamazoo County and KCCC.
- Provide HHH Program events management support.
- Collaborate with the HHH Program team to increase enrollment into relevant programming through events and education. May involve information delivery through, but not limited to, social media, in-person or virtual events, and/or door knocking.
- Prepare and disseminate information on the HHH Program to the public.
- Coordinates with local organizations to recruit and host Climate Ambassadors (CA).
- Support ongoing success of Climate Ambassadors, working with host organizations to assess and guide CA outcomes.
- Prepare and attend regular meetings with liaisons from community partners, program team, and other relevant partners.
- Support program progress or HHH Program engagement through regular reporting to the Program Director.
- Organize and disseminate program information and updates with the community on the HHH Program implementation.
- Organize and lead quarterly meetings with the HHH Advisory Committee.
- Partner with local organizations to develop and implement 12 educational workshops for the community relevant to climate change and climate hazard preparedness.
- Scheduled and maintains records of community engagement, calendars of events, and other community outreach opportunities.
- Adhere to and support communication relevant to program compliance with regulations, laws, statues, standards, and guidelines pertaining to component areas of program oversight.
- Monitor outreach delivery, and evaluation in collaboration with neighborhood leaders.
- Support financial accountability of the HHH Program outreach efforts, deliver reports to the HHH Program Director regularly.

Minimum Qualifications

- Bachelor's degree from an accredited college or university in social work, communications, environmental education, or related fields and/or at least 3-5 years of related work experience in a relevant field.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- Knowledge of Climate Change impacts and community preparedness especially related to low income communities.
- Working knowledge of effective teaching and learning strategies for adults.
- Demonstrated experience with engagement, and outreach facilitation.
- Experience with event planning.
- Experience with media communications and storytelling.

- Experience working with low-income communities.
- High-level comprehension of the impacts of historic disparities on vulnerable communities.
- Training in diversity equity and inclusion or relevant experience.

Additional experience

- Experience with maintaining; emotionally, and physically safe work culture.
- Evidence of maintaining effective community relationships and partnerships.
- Willingness to work an occasional varied schedule including some weekends and evenings.
- Competencies in computer current software and technology. Training will be provided for some applications.
- Be accountable for assigned responsibilities, schedules, and deadlines for work.
- Understand and carry out oral and written communications.
- Organize and Manage data.
- Analyze and problem-solve.
- Prepare clear and concise reports.
- Confidence working individually and as part of an equally valued team.
- Must pass a pre-employment background check.
- Valid driver's license.

Seeking someone who:

- Values integrity.
- Thinks independently with strong initiative, but comfortable working within a defined framework.
- Self-motivated (takes initiative) with high standard of work quality.
- High level of organization and attention to detail.
- Responsible and professional, yet dynamic and fun.

Work environment/ conditions

- This position may be eligible for a hybrid work environment.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sedentary: The position is generally sedentary, but may involve light physical demands, such as lifting up to 30 pounds, walking, standing for long periods, and occasional travel.

Remuneration and Benefits

- Salary commensurate with experience (range: \$60,000- \$75,000).
- Health benefits package available.
- Vacation, personal days, and holidays provided.

Application Process

Please submit a cover letter, resume, and contact information for three references to recruiting@kalamazoocrisis.org. Evaluation of applications and interviews will begin February 11th and will continue until the position is filled. Email recruiting@kalamazoocrisis.org with any questions.

Statement of Non-discrimination

KCCC is an equal opportunity employer and does not discriminate in its hiring or selection process on the basis of a candidate's actual or perceived: race, national origin, color, age, height, weight, religion, creed, disability, marital status, family status, veteran status, sexual orientation, gender identity or gender expression.