

## Community Engagement & Communications Associate

### About Connect the Dots:

Connect the Dots is a WBE/DBE stakeholder/community engagement firm that brings together community, private and public sector partners to develop innovative and actionable solutions for cities. The mission of Connect the Dots is to build better cities and neighborhoods through inclusive, insight-driven stakeholder engagement. We help community, private and public sector partners to develop creative solutions that move projects and cities forward. Our vision is to bring individuals & organizations together to co-design an equitable and resilient future for our cities.

We are working on a range of exciting projects focused on public realm, transit, multi-modal transportation, comprehensive planning, equitable development/investment, pedestrianization, urban economic development, and more. We work with clients and partners that are on the leading edge of forward-thinking citymaking, including but not limited to Knight Foundation, University of Pennsylvania, South Street Headhouse District, City of Philadelphia, The Enterprise Center CDC, Lancaster City, and Community Ventures.

Our Philadelphia office is seeking a new team member with experience in community engagement / participatory processes who care about creating more just and sustainable cities as much as we do. You will be joining a fast-growing, close-knit, passionate team with an array of collaborators and partners all focused on co-creating sustainable cities and places. At our core is a strong commitment to co-creation, collaboration, and social, racial and economic justice that underscores all of work internally and externally.

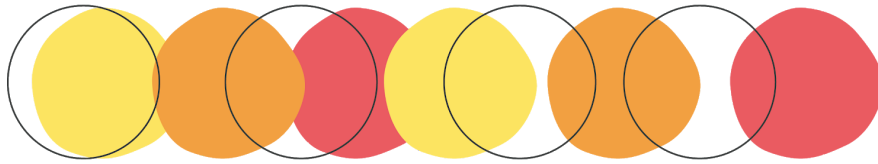
### Position available:

Connect the Dots is looking for a driven and motivated Community Engagement and Communications Associate to join our team for 30-40 hours per week across a period of 6 months to start, with the intention of bringing on for a long-term position if it is a good fit. We are particularly looking for candidates that have at least 2-4 years of experience in community engagement work or similar participatory processes.

### Scope of your Role:

The core of your role will be focused on leading and supporting stakeholder/community engagement processes. Below is a snapshot of your responsibilities:

- **Project manage efficiently and transparently:** Manage small to medium sized projects and support on larger projects. Develop project plans, use and maintain project schedules, keep track of various moving pieces of a project, organize multiple aspects of a project concurrently, clearly communicate updates/progress.
- **Develop and implement outreach strategies to reach key voices/communities:** Plan thoughtful and creative ways to reach communities for various projects, particularly working to understand



how best to connect, get the word out, and build relationships. This varies per community and within communities so requires listening, deep research, and conversations to understand the best methods. This could range from digital to remote (and hopefully soon, in -person) outreach.

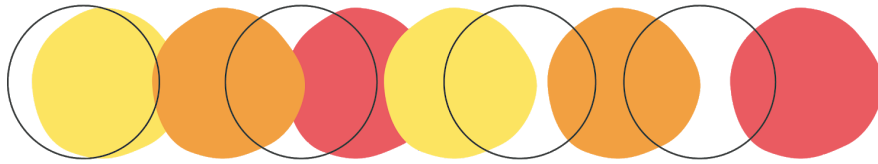
- **Plan out informed and creative engagement/public participation processes, tailored to each project:** Plan key components of engagement processes ie focus group design, focus group outreach strategy, workshop development, development of key materials like worksheets and interactive activities, survey design, creative activations/methods to gather community insights and meet people where they are.
- **Support in research and analysis:** Work with our team to stay in touch with the city-making and engagement ecosystem, learning of new innovations, projects, and strategies for better, co-created cities. For projects, help with contextual research of the area and stakeholder analysis, feeding into developing a best-fit engagement strategy, as well as analysis of findings throughout the process to share out and support two-way communications.
- **Write core communications** for projects to ensure accessible, engaging communications to reach new voices. This could include writing of social media posts, website content, invitations to events, reports of findings from engagement processes, presentations, press releases, and the like. Then, share learnings from projects in line with Connect the Dots collaborative/open-source ethos - the development and publication/dissemination of case studies, social media, articles, events.
- **Support in RFP / proposal development:** Respond to requests for proposals from potential clients. This requires skill in comprehension, research of context for projects, strategic / persuasive writing, organization of materials, tailoring of materials to match needs. Support the team as well in finding opportunities for Connect the Dots that align with our mission of co-creating better cities.
- **Build relationships over time** with community partners and members, facilitating collaboration and building trust. Kind, sociable, collaborative.

#### Experience:

- Understanding of community engagement / public involvement / equitable processes
- Experience with community engagement and outreach processes
- Experience developing workshops, developing outreach strategies, communicating information to communities/stakeholders, relationship building
- Experience and interest in working with traditionally underserved populations is preferred.
- Strong writing and research experience - with ability to develop clear, accessible, and thought-out communications, reports, proposals, articles
- Minimum 2-3 years of experience in most of the above
- Not required but ideal: background in urban-related field ie community development, planning, urban studies
- Not required but a plus: Bilingual (English and Spanish-speaking)

#### Skills & Must Haves

- Community engagement / participatory process experience



- Skilled writer and proven communicator
- Organized and diligent, productive
- Attention to detail
- Creative, bright, go-getter, self-motivated
- Relationship building
- Ability to balance multiple workstreams
- Project management experience
- Digital acumen, fast learner
- Team-oriented, collaborative

### **Role & Application Details**

This is a 1099 independent contractor role(s). Approximately 30-40 hours per week, for an initial (probationary) period of 6 months; following will be a review for a longer-term position.

Pay is commensurate with experience and dependent upon hours agreed as well; expected pro-rata salary of low to high 30s but there is flexibility based on experience. We are currently remote, but looking for people in or willing to move to the Philly area.

If this role interests you, we'd love to hear from you. Interviews will be conducted on a rolling basis.

Connect the Dots will contact you if you are being considered for a position. As PDF attachments, please send a professional resume, letter of interest, and 2-3 work samples (including at least one writing sample) to [hello@connectthedotsinsights.com](mailto:hello@connectthedotsinsights.com). Only complete application packages will be considered.

### **IMPORTANT NOTE**

*We welcome qualified candidates from all walks of life and value diversity in our company. We prohibit discrimination based on race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, veteran status, military service, disability unrelated to job requirements, marital status, or domestic partner status.*