



50 East 168th Street, Bronx, New York 10452

www.WHEDco.org

Title: Civic Engagement Specialist
Location: Hybrid: In-Person at 50 East 168th Street, Bronx NY 10452
Reports to: Vice President of Programs

About Us:

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve to live in healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities of which residents can be proud. WHEDco’s mission is to create and bridge access to resources in the South Bronx that support thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

Job Summary:

WHEDco seeks to hire a dynamic Civic Engagement Specialist to strategize and spearhead our efforts to engage, educate and empower community members and stakeholders of all ages that WHEDco serves to help and encourage them to participate effectively in decision-making that affects their families and communities. The Civic Engagement Specialist will co-develop and lead WHEDco’s Civic Engagement Program in and with people living in multi-ethnic communities we serve in the South Bronx primarily. She/They will collaborate closely with community members and staff across WHEDco’s departments to lead efforts to raise community voices at the local, city, state and federal level. The Civic Engagement Specialist will help advance WHEDco’s goals of justice, equity and systems change among those we serve through more effective representation and people power.

Responsibilities:

- Launch and implement program to increase civic participation among community members WHEDco serves in neighborhoods deeply impacted by inequity and systemic barriers.
- Assess civic engagement and advocacy needs, issues and opportunities in collaboration with program staff and community stakeholders, and by leveraging internal and external data tools.
- Create targeted youth-focused and other civic engagement curricula and strategies to boost participation in governance and decision-making among those we serve (youth, parents,

residents, childcare providers, merchants, etc.), with input from WHEDco leaders and program directors.

- Develop and spearhead campaigns to mobilize the community for collective advocacy, non-partisan political engagement, voter registration, education and protection, Get Out the Vote and Bronx-Wide Plan Coalition's economic empowerment actions.
- Organize and conduct trainings and actions for staff and community members to get educated, involved in and co-lead advocacy, such as actions with legislators, around pressing issues.
- Use internal and external databases (Census, VAN, etc.) to track, evaluate and report on progress and successes in civic participation and empowerment, with support from WHEDco's Research team.
- Manage relevant program budgets and reporting; create content to promote activities.
- Inform WHEDco's strategy with elected officials to advance policy priorities of those we serve.
- Support and help inform WHEDco's programmatic and leadership on policy, advocacy, legislation, and other issues impacting our work.
- Build authentic partnerships with community members, peer groups and other leaders in policy and social justice to learn, share and partner for maximum collective impact.

Qualifications:

- College degree and a minimum of 4 years of relevant experience in community organizing, civic engagement, community development, urban policy, voter registration and or election process is required.
- Some Spanish proficiency is required.
- Skilled in MS Office.
- Experienced in curriculum development and program facilitation with various age groups.
- Solid communication skills for presenting, reporting and community engagement.
- Excellent event planning skills. Passion and or experience in policy, empowering community members civically and advocacy with elected officials
- Motivated, creative, and resourceful team-player who takes initiative and follows-through.
- Self-directed with a strong sense of accountability and good judgment.
- Committed to serving multi-ethnic communities that are majority immigrant or BIPOC.
- Willing and able to work effectively and collegially in current hybrid setting (in-person remote).
- Available for events or meetings in evenings and or weekends as needed to fulfill duties.

Excellent benefits and competitive salary (\$65,000.00 - \$75,000.00) based on experience.

To apply, please submit a cover letter and resume comdev@whedco.org. Please include Civic Engagement Specialist and your name in the subject line.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any

other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

WHEDco is an E-Verify employer. E-Verify is an Internet-based system that compares information entered by an employer from an employee's Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.