

North Newstead Association

Community Engagement Specialist - Job Description

Essential Functions:

- Coordinating and attending meetings/events on or off-site as directed
- Providing technical assistance to neighborhood associations and residents designed to increase their capacity to improve the quality of life in their communities
- Developing and assisting in the distribution of marketing materials that describe the programs/activities of the organization
- Assisting in the intake and analysis of documents needed to determine the eligibility of clients and/or participants
- Providing general project management support

Requirements:

- Bachelor's degree in urban studies, public policy or related field
- Excellent analytical and problem-solving skills
- Proficiency in Microsoft Office Suite and other computer applications
- Must be able to work in a community setting with diverse populations including community groups, elected and appointed officials, professional staff and volunteers
- Must be able to work periodically on evenings and weekends

Application Process: To apply for this position, please submit your resume and cover letter to Sal Martinez at martinezs@employmentstl.org or mail to 4601 Pope Ave., St. Louis, MO 63115 Attn: Sal Martinez, Board Vice-Chair. Resumes and cover letters must be received by April 17, 2022 at 11:59 pm. North Newstead Association is an Equal Opportunity Employer.