

Job Description

Title: Community Engagement & Action Coordinator

FLSA: Exempt

Compensation: \$90,000 - \$99,000 annual full-time salary (DOQ)

Health insurance stipend

Retirement plan matching contribution

Paid time off

Supervisor: Executive Director

Start Date: October 1, 2026

Date Revised: August 2026

This position is grant-dependent.

Community Council's vision is a community where all people come together to create the future they want. Our mission is to foster a trusted gathering place where people engage in dialogue, inquiry, and advocacy around community-wide issues to build a vibrant region for everyone.

The Community Engagement & Action Coordinator supports Community Council's mission and vision by facilitating volunteer-led efforts to advocate for positive community change. The coordinator helps volunteers build knowledge, engage the community, and take action on priorities that matter to the region. Past efforts have addressed a wide range of issues including affordable housing, broadband internet access, value-added agriculture, and expanded outdoor recreation opportunities. To learn more about our work, you can read our 2024 retrospective, [Connections and Collaborations, Catalysts for Community Change: 15 Years of Community Building](#).

As the lead on advocacy-related programming, the Community Engagement & Action Coordinator will be responsible for promoting effective advocacy, including building positive relationships with individuals and organizations, engaging volunteers, tracking relevant local, state, and federal policy discussions, and providing support and leadership to catalyze community action around identified priorities. The Community Engagement & Action Coordinator will be responsible for supporting Community Council's Implementation Task Force and will be the lead person on advocacy-related consulting projects. These might include leading workshops, facilitating meetings, or working with the Community Research Coordinator to support clients through a study/action process.

Essential Job Functions:

- Upholds and promotes Community Council's mission and vision.
- Coordinates the advocacy task forces to implement the study committees' recommendations. This can be a two- to four-year process for each study, which involves:
 - Convening and facilitating meetings
 - Developing and supporting community outreach to inform community members about advocacy
 - Writing and disseminating meeting agendas and summaries
 - Conducting research and drafting reports

- Assisting volunteers to conduct policy analysis and develop policies
- Developing and implementing advocacy strategies
- Assisting and/or conducting public presentations
- Reaching out to stakeholders and experts to develop relationships and learn from them
- Participating in regional forums and networks relevant to the study advocacy process
- Supports the Community Research Coordinator during the study phase.
- Provides consulting services to clients, which include:
 - Advising and training clients on topics related to community outreach, volunteer coordination, and advocacy.
 - Educating and assisting communities in applying Community Council's study/action model—or a modified version—to address local issues and create community-driven change.
- Maintains a strong understanding of inter-organizational relationships and the ability to build effective work teams and establish consensus.
- Conducts grant writing and reporting.

Other Responsibilities:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time.

Skills and Experience:

- Ability to create a welcoming environment where people with different perspectives—including perspectives you may not share—feel heard, respected, and comfortable contributing.
- Ability to facilitate large and small group meetings that engage a variety of perspectives.
- Ability to build and maintain productive relationships with regional leaders, government, and elected officials.
- Ability to write clearly and concisely.
- Ability to think critically and strategically.
- Ability to work independently, set priorities, and balance a wide variety of responsibilities.
- Ability to work as part of a small team.
- Spanish language proficiency and cultural knowledge preferred.
- Community outreach experience preferred.