

Position Description

Title: Community Engagement Coordinator

Reports to: VP of Community Engagement

New Futures is seeking a dynamic, highly motivated, detail-oriented Community Engagement Coordinator to engage, mobilize, and train individuals and organizations to advocate in support of health and wellness policy priorities. New Futures is a nonpartisan, nonprofit advocacy organization that advocates, educates, and collaborates to improve the health and wellness of all New Hampshire residents through policy change. This is a full-time, exempt, salaried position based in Concord, NH.

The Community Engagement Coordinator will work with the New Futures Community Engagement Team, contracted partners, and stakeholders to identify, engage, and mobilize individuals to act on legislation. This position will also assist in the coordination and presentation of New Futures advocacy trainings for partners and individuals.

New Futures is an equal opportunity employer. We genuinely value a diverse workforce and inclusive culture and aim for a hiring process that reflects that. New Futures encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, and veteran status. People with lived experience in [policy areas New Futures advocates](#) for are encouraged to apply for this position.

For more information on our hiring process, you can contact Jill Billow, Bookkeeper/Administrative Assistant, at jbillow@new-futures.org.

Primary Duties and Responsibilities:

- Identify, recruit, and train individuals to take action on New Futures' campaign priorities by testifying, writing letters, making phone calls, having meetings with lawmakers, speaking at events, and more;
- Implement grassroots engagement strategy to bring forth advocate voices in policy decision making;
- Lead engagement efforts in regionally assigned area of the state and implement regional engagement plan;
- Collaborate with New Futures' staff and partners to organize public education and advocacy events such as roundtables, legislative breakfasts, in-district meetings, film screenings, panels and tailored advocacy training opportunities;
- Effectively utilize New Futures' advocate database to support data-driven advocacy;
- Identify and attend relevant community meetings and events as a representative of New Futures; join local coalitions as a representative of New Futures;
- Convene partners around specific collective advocacy opportunities;
- Orchestrate occasional advocate turnout on non-campaign issues, with direction from the VP of Community Engagement;
- Support and staff scheduled New Futures' advocacy trainings and events;

- Frequent in-state travel and occasional out-of-state travel required.

Qualifications:

A Bachelor's degree in political science, health promotion, education or community development from a recognized college or university is preferred. This position requires demonstrated project management experience, strong public speaking skills, and ability to work as a part of a team. Access to reliable transportation and a valid drivers' license is required.

- Ability to develop strong and effective working relationships with diverse and multi-cultural constituencies including New Futures' staff, policymakers, advocates, and others;
- Exceptional oral communication skills, including public speaking experience;
- Flexibility to attend evening events as-needed;
- Demonstrated experience in effective internal and external communication, collaboration, and coordination with individuals and organizations;
- Demonstrated skill as a grassroots organizer or volunteer engagement coordinator;
- Excellent attention to detail;
- Current ability, or ability to learn, to use new technology such as a relationship-management database;
- Ability to work in a fast-paced environment;
- Ability to work effectively as part of a high functioning team;
- Commitment to diversity, equity, and inclusion in advocacy;
- Knowledge of MS Office with strong word processing, Excel, database, social media platforms, and internet research skills is a plus;
- Familiarity with the NH legislative process and/or political organizing is a plus.

HOURS AND BENEFITS: This is a full-time, salaried, exempt position working 37.5 hours per week and offers a competitive benefits package, including but not limited to health, dental, paid time off, sick leave, and paid family and medical leave.

SALARY RANGE: \$45,000- \$50,000.

APPLICATION PROCESS:

To Apply: Please email a cover letter and resume to Jill Billow, Bookkeeper/Administrative Assistant, at the following address – jbillow@new-futures.org. E-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position; please do not call. Position will be open until filled.

NOTE: *Temporarily, due to COVID-19, all New Futures staff currently have the option to work from home. Much of this application process will likely be conducted virtually.*