



POSITION DESCRIPTION

Job Title: Community Engagement Manager
Reports to: President
Status: Full-time, Exempt

Buffalo Bayou Partnership

Founded in 1986, Buffalo Bayou Partnership (BBP) is the non-profit organization revitalizing and transforming Buffalo Bayou, Houston's most significant natural resource. BBP protects land for future parks and trails, coordinates other natural and built bayou enhancements, and sponsors wide-ranging events, boating activities and public art installations to attract Houstonians and visitors to the bayou's shores.

Community Engagement Manager

The Community Engagement Manager will serve as the point person for community affairs for Buffalo Bayou Partnership, with a special focus on Buffalo Bayou East (East of Downtown to the Port of Houston Turning Basin). The position will work with BBP President and VP of External Affairs on a comprehensive strategy for community engagement that establishes long-term, mutually beneficial partnerships with organizations in Houston's Greater East End (Second Ward) and Fifth Ward neighborhoods, as well as throughout BBP's area of jurisdiction. The Community Engagement Manager will build and maintain relationships with a wide range of stakeholders, including but not limited to local residents, community-based organizations, environmental groups, and businesses.

Duties and Responsibilities

- Develop and implement a comprehensive strategy for community engagement that addresses diverse populations throughout BBP's area of jurisdiction (the waterfront from Shepherd Drive to the Port of Houston Turning Basin), with an emphasis on Buffalo Bayou East, the area of focus for BBP's expansion
- Build and maintain trusting relationships with a wide range of stakeholders in Buffalo Bayou East, including but not limited to local residents, community-based organizations, environmental groups, faith-based organizations, tenant and neighborhood associations, schools, cultural organizations, and small and large businesses
- Regularly communicate with and respond to community inquiries and concerns
- Organize community meetings connected with key sites in Buffalo Bayou East to get community input on site plans

- Ensure community members have a voice in all Buffalo Bayou East programs and initiatives
- Manage BBP Community Advisory Committees in Arts and Culture, Health and Wellness, and Economic Development
- Serve on BBP's DEIA (Diversity, Equity, Inclusion, and Accessibility) Committee
- Maintain an active registry of key partners and work with BBP communications staff (Communications Manager, Marketing Manager, and programming staff) to cross-promote programs and events
- Attend and convene other community stakeholder meetings and participate in key advisory groups and networks (i.e., City of Houston Complete Communities and Super Neighborhood groups)
- Support the development of volunteer opportunities for local residents
- Create mechanisms for measuring internal and external engagement activities, resulting in clear metrics that can be evaluated and built upon

Skills

- Extensive experience in community outreach, organizing, and engagement (five years minimum), preferably in Houston
- Bilingual: must speak, read, and write effectively in Spanish and English
- Strong communication skills to effectively partner and collaborate with community members and groups
- Demonstrable resourcefulness, initiative, and ability to work well with diverse populations
- Excellent organizational and planning skills
- Proficiency with MS Word, Excel, and PowerPoint
- Willingness to work some weekends and evenings
- Familiarity with neighborhoods in Buffalo Bayou East is preferred
- Familiarity with Houston City and Harris County government (City Council, Commissioners Court, etc.) is a plus

Salary and Benefits

Buffalo Bayou Partnership offers a competitive salary and excellent benefits

To Apply

Please submit cover letter and resume by mail, fax or email to:

jobs@buffalobayou.org

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