



Buffalo Bayou Partnership

Position Announcement:

Community Engagement Manager

Reports to: Vice President of External Affairs

Classification: Full-Time, Exempt

Buffalo Bayou Partnership

Established in 1986, Buffalo Bayou Partnership (BBP) creates and stewards welcoming parks, trails, and unique spaces, connecting Houstonians with the city's most significant natural waterway. The non-profit organization's geographic focus is the 10-mile stretch of the bayou that flows from Shepherd Drive, through the heart of downtown, into the East End, and on to the Port of Houston Turning Basin. BBP spearheads award-winning projects such as Buffalo Bayou Park; constructs hike and bike trails; removes trash from the waterway; and engages tens of thousands of visitors each year through programming, public art, volunteer events, and recreational opportunities.

By 2032, Buffalo Bayou Partnership and its partners will realize the **Buffalo Bayou East** 10-Year Plan, bringing parks, trails, bayou-crossing bridges, affordable housing, cultural destinations, and infrastructure improvements to the Greater East End and Fifth Ward. This visionary plan is made possible by a \$100 million catalyst gift from the Kinder Foundation to Buffalo Bayou Partnership, which leveraged significant public support from Harris County and the City of Houston, including Tax Increment Reinvestment Zone funds.

Position Summary

The Community Engagement Manager serves as the point person for community affairs for BBP, with a special focus on East End and Fifth Ward neighborhoods. The position works with the organization's Vice President of External Affairs and President on a comprehensive strategy for community engagement that establishes long-term, mutually beneficial relationships and partnerships with residents and community stakeholders.

Duties and Responsibilities

- Develops and implements a comprehensive strategy for community engagement that addresses diverse populations throughout BBP's jurisdiction (from Shepherd Drive to the Port of Houston Turning Basin), with special emphasis on the East End and Fifth Ward neighborhoods.
- Ensures community members have a voice in all BBP programs and initiatives
- Enhances the visibility of BBP projects and programs throughout the community
- Builds and maintains trusting relationships with a wide variety of community stakeholders, including but not limited to neighborhood residents, civic clubs, Super Neighborhood groups, cultural organizations, social service agencies, and businesses

- Secures input from the community about BBP programs and projects and communicates this information to BBP colleagues in order that the organization's work reflects the community's needs and desires
- Responds to community inquiries and concerns
- Coordinates the BBP East End and Fifth Ward Neighborhood Ambassadors and forms and maintains additional committees and task forces as needed
- Distributes BBP marketing materials to promote BBP community meetings, programs, etc.
- Coordinates volunteer activities to build stewardship of BBP's parks and trails
- Maintains up-to-date databases of community groups and vendors
- Serves on BBP's Diversity, Equity, Inclusion and Accessibility (DEIA) Committee

Qualifications

- Strong relationship builder who can gain the trust, respect and credibility within the community
- Extensive experience in community outreach, organizing, and engagement (three years minimum), preferably in Houston
- Familiarity with East End and Fifth Ward neighborhoods a plus
- Bi-lingual: Must speak, read and write effectively in Spanish and English
- Strong communication skills to effectively partner and collaborate with community groups
- Demonstrated resourcefulness, initiative, and ability to work well with diverse populations
- Willingness to work outside of regular business hours on nights and weekends
- Proficiency with MS Word, Excel, and PowerPoint

Salary and Benefits

Buffalo Bayou Partnership offers a competitive salary and excellent benefits.
BBP is an Equal Opportunity Employer.

To Apply:

Please submit resume and cover letter to
jobs@buffalobayou.org
Subject line: Community Engagement Manager

No phone calls please.