



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) is the nonprofit organization creating and stewarding welcoming parks, trails, and unique spaces, connecting Houstonians with the city's most significant natural waterway. BBP focuses on a 10-mile stretch of Buffalo Bayou, from Shepherd Drive through downtown, into the East End, and on to the Port of Houston Turning Basin. In addition to spearheading and maintaining award-winning green spaces such as Buffalo Bayou Park, BBP also removes trash from the waterway, restores and preserves natural habitats, and engages tens of thousands of visitors each year through dynamic 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.

Position Summary

The Community Engagement Manager serves as BBP's primary liaison for community affairs, with a focus on the East End and Fifth Ward neighborhoods. Working closely with the Vice President of External Affairs and the President, this role helps shape and implement a community engagement strategy that fosters long-term, mutually beneficial relationships with residents and stakeholders. Operating within a broader ecosystem of neighborhood organizations, residents, and businesses, the Community Engagement Manager may act as a connector, participant, or leader, depending on the context.

Duties and Responsibilities

- Ensures community members have a voice in all BBP programs and initiatives.
- 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.

- 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.
- Enhances the visibility of BBP projects and programs throughout the community by attending community meetings, distributing marketing materials, and presenting to groups as needed.
- Fosters ongoing dialogue and regularly secures input from the community about BBP's work and existing community priorities. Communicates this information to BBP colleagues to ensure that the organization's work reflects the community's needs and desires.
- Spearheads the creation and implementation of a new program (currently called "Park Partners") that offers space to community organizations seeking to use parks and trails for their own events and programs.
- Coordinates the BBP East End and Fifth Ward Neighborhood Ambassadors and forms and convenes additional committees and task forces as needed.
- Organizes community events and meetings as needed.
- Advises BBP leadership about when their presence would be beneficial at community gatherings and events
- Maintains and grows databases of community groups and vendors.
- Coordinates select volunteer activities to build stewardship of BBP's parks and trails.
- Assists and performs other duties as assigned

Qualifications

- Strong relationship builder who can gain trust, respect and credibility within the community
- Extensive experience in community outreach, organizing, and engagement (three 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 groups
- Demonstrated resourcefulness, initiative, and ability to work well with diverse populations
- Able to work independently and take initiative
- Willingness to work outside of regular business hours on evenings and weekends (in order to effectively connect with constituents)
- Proficiency with MS Word, Excel, and PowerPoint
- Familiarity with East End and Fifth Ward neighborhoods a plus

Salary and Benefits

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

To Apply:

Please submit a resume and cover letter to

jobs@buffalobayou.org

Subject line: Community Engagement Manager

No phone calls please.