



**JOB ANNOUNCEMENT:
COMMUNITY ENGAGEMENT MANAGER**

- **Employment Status:** Full time, Exempt
- **Reports to:** Executive Director
- **Location:** Hybrid; in office, outdoors at park (Petaluma) and remote.
- **Salary & Benefits:** Salary is \$75,000. Benefits include generous employer contributions to medical, dental and vision insurance plans (Employer pays 100% of employee premium and 70% for dependents). We offer unlimited paid time off, subject to manager approval, and 15 paid holidays per year (including the week between December 24 and January 1 when our office is closed.) Cell phone reimbursement is \$20/month.

Please submit applications via this online [Google Form](#) (preferred) or email your materials to info@PetalumaRiverPark.org with the subject line “CE Manager Application (YOUR LAST NAME)”

ABOUT PETALUMA RIVER PARK FOUNDATION:

Petaluma River Park Foundation (PRPF) fosters a love of nature, sparks creativity, and unifies our community for generations to come through the development of a 24-acre park in the heart of Petaluma.

We aim to involve locals from a broad range of sociocultural backgrounds, ages, and abilities in our community park building process. And here’s where you come in.

ABOUT THE POSITION:

PRPF is seeking an energetic, compassionate, culturally responsive, and outgoing individual to join our growing nonprofit as its first Community Engagement Manager (CE Manager). With the participation of PRPF staff and board, the CE Manager will help create, organize, and implement a robust community engagement program that centers community needs and desires throughout the River Park’s planning, development, and operations. These efforts hope to center and uplift the existing brilliance of our communities’ needs and desires, especially those of our historically marginalized communities.

The CE Manager will help PRPF build local awareness and understanding of the River Park's development through the creation of public programs, promotion of the park as a shared community resource, and engagement of community members in creating the collective vision and plan for the final River Park’s design.

ROLE & RESPONSIBILITIES:

Alongside PRPF leadership, the CE Manager will be responsible for nurturing and stewarding the Foundation’s relationship with our community and ensuring that the Park is responsive to their needs and desires. The position will report to the Executive Director on all major aspects of the organization’s community programming, including but not limited to:

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- **Public Programs & Events:** The CE Manager will be responsible for creating an annual community engagement program calendar and budget to support the growth of our existing public programs and the development of new offerings to engage priority community groups.
- **Park Activator Council:** The CE Manager will be responsible for recruiting and stewarding the “Park Activator Council,” a group of four to five paid community leaders, artists, educators, environmentalists, and/or others to help the River Park create vibrant multicultural public programs.
- **Facility Rental Management:** The CE Manager will promote and manage the use of the River Park by community members or organizations. Responsibilities include defining our site-rental and community use program, creating a process by which the community can reserve space at the River Park, and supporting each group through their experience.
- **Community Outreach:** The CE Manager will help build awareness amongst, and relationship with, local communities. The CE Manager will outline an annual outreach plan to include community events, tabling opportunities, canvassing, and meetings/presentations with community groups. The CE Manager will be responsible for staffing these events or scheduling other PRPF staff or volunteers to attend.
- **Co-Creation of Final River Park Vision and Concept Plan:** The CE Manager will work with a team of professional Community Engagement and Landscape Architect partners to develop a community-led design process and site plan for the River Park. This work includes extensive outreach activities custom-built to engage community members in the planning and design process.
- **Volunteer Management:** The CE Manager will track volunteers in our database, schedule volunteers for various PRPF events and programs, draft volunteer agreements, and staff the Community Engagement Committee (CEC)—a committee made up of PRPF board and community members who guide and support our public program and outreach activities. The CE Manager will create and lead the development and management of a River Park Ambassador program to help staff PRPF’s community engagement activities, such as tabling at events or leading tours of the River Park property.
- **Data Collection & Tracking:** The CE Manager will track each program and event, including attendee data and feedback collected from community members at different touch points—e.g., ideas and feedback from a comment box or ideas offered during a Walk & Talk program.
- **Support Communications & Marketing:** The CE Manager will contribute content ideas and materials for communications and marketing materials such as monthly e-newsletters, social media posts, etc. The CE Manager will support communications with volunteers, ambassadors, and community members.



YOU MIGHT BE RIGHT FOR THIS POSITION IF:

- You have the core skills and relevant professional or lived experience to do the job.
- You have strong management skills which include planning, organizing, directing, and accomplishing set goals within timeline and budget.
- You are culturally responsive and center the experiences of BIPOC, LGBTQIA2+, trans, gender non-conforming, and individuals with disabilities.
- You have excellent verbal and written communication skills.
- You have a clear understanding of PRPF's mission and values and the ability to advocate for and communicate that passion to community members.
- You can prioritize, organize, and manage multiple competing assignments and responsibilities.
- You have an intermediate proficiency with Microsoft Office (Word, Excel) and Google Suite (Drive, Docs, gSheets)
- You have a desire to get out of the office and build external relationships.
- You are conversational in Spanish (strongly preferred).
- You have a commitment to diversity, equity, and inclusion and have experience working with multi-racial, cross-class, cross-disability, and multi-generational groups.
- Training and/or experience in these areas is a plus.

Preference will be given to those who have lived or worked in the Petaluma area and can demonstrate familiarity with the people, issues, and the organizations PRPF seeks to serve.

SCHEDULE & WORK ENVIRONMENT

This position is located at the Petaluma River Park Foundation office in Petaluma, California, however, we expect this position to spend about 40% of their time out in the community giving presentations or running events and programs. This will require regular travel throughout Petaluma and occasionally to other cities in the North Bay, and significant time spent at the River Park. Mileage will be reimbursed for any travel outside of the City of Petaluma. Applicants should enjoy spending time outdoors.

Working hours are somewhat flexible but must include at least 4 regular work weekdays (M-F). As the lead on community and volunteer engagement, this position includes 4-6 weekday evening and 2-3 weekend day meetings/events per month. In exchange, we support a flexible and custom working schedule and are committed to creating a schedule that supports a person's overall health and wellbeing. The position will need to work from the office at least 2 days per week.

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HOW TO APPLY:

This position will be open until filled. We encourage applicants to submit their materials as soon as possible.

Please submit via this online [Google Form](#) (preferred) or email your materials to info@PetalumaRiverPark.org with the subject line “CE Manager Application (YOUR LAST NAME).” **Please include:**

- 1) Your resume
- 2) Complete the online form or send us an email that address the topics below:
 - a) Why are you interested in the position with the Petaluma River Park?
 - b) Your personal and/or professional lived experience engaging with diverse communities.
 - c) Your passion in uplifting/ supporting diverse communities.
 - d) Brief examples of HOW you have done this in the past.

Application process:

- Interview 1 - 20 minutes via zoom
- Interview 2 – 45 minutes at the PRPF office + 45 walk at the River Park with staff.
- Interview 3 – Meet n’ Greet with small group of PRPF staff and volunteers.
- People involved in the interview process:
 - Seair Lorentz, PRPF Executive Director
 - Marge Limbert, PRPF Development Director
 - Alex Aceves, PRPF Admin & Marketing Associate
 - PRPF Advisors: Daniela Domínguez and Nikko Kimzin of [Kimzin Creative](#)

The Petaluma River Park Foundation is committed to an equitable, inclusive, and accessible application process for the open Community Engagement Manager position. We are an Equal Opportunity Employer and do not discriminate based on race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status.

We support the full inclusion of all qualified individuals and will take the steps to ensure that people with disabilities are provided reasonable accommodations. If a reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please reach out to info@PetalumaRiverPark.org for more information.

Our Commitment and Action to Diversity, Equity, Inclusion, and Belonging (DEIB)

We believe that diverse communities are healthy communities and are committed to building a park that is truly inclusive of all members of our society. We are working hard to make sure that all sectors of the Petaluma community have a meaningful voice in the planning process. To read more about our commitment to DEIB please visit our website at:

<https://www.petalumariverpark.org/equity>