

<b>Job title</b>	<i>Engagement Coordinator</i>
<b>Reports to</b>	<i>Executive Director</i>

The mission of the North Carolina State Conference of the NAACP (NC NAACP) is to ensure the political, educational, social and economic equality of the rights of all persons and to eliminate racial hatred and racial discrimination.

**Job Purpose**

Provides NC NAACP regional support in planning, implementing and evaluating the activities of the local units in addressing the organization’s priority issues. This position assists in the coordinated efforts of volunteers, collaborators, partners, stakeholders and leaders in the execution of strategies that position the statewide organization in achieving its vision and goals.

**Duties and Responsibilities**

- Provide training and program assessment for designated NAACP initiatives for the region assigned.
- Assist in conducting awareness raising campaigns, events, information dissemination workshops, etc. with assigned region’s Branches.
- Perform task as assigned in areas of communication, data analysis, grant management, youth and college support, agency logistics and special events with assistance.
- Identify opportunities for professional and organizational development.
- The Coordinator can expect extensive NC travel and irregular hours due to the nature of community engagement.

The position may be required to perform duties that are beyond the scope of the job description in mutual discussion and agreement with the Executive Director.

**Qualifications**

- Professional or volunteer work experience in community and organizational engagement
- Ability to work; in a team, independently, to sometimes tight deadlines, in a dynamic and self-directed environment
- Have a passion for social economic and political justice issues in North Carolina
- Mastery of the written and verbal English language
- Position requires the use of personal transportation to successfully complete the assignments.
- Ability to create new ideas, relationships, systems, or products, including willingness to learn new skills
- Proficient in use of computer applications related to the tasks

- Be comfortable working with diverse populations. A proficiency in Spanish would be a plus

**Working conditions**

The NC NAACP is committed to telecommuting as its primary work environment. Positions will support branches of the organization across the state of North Carolina. Specific areas we prefer to hire engagement coordinators: Charlotte, Greensboro, Raleigh and Fayetteville. Engagement Coordinators aren't limited to work in these areas.

**Salary Range \$40,000 - \$45,000**

**How to Apply**

The NC NAACP is an equal opportunity employer and encourages applications from people of color, the LGBT community, and women. Please submit a cover letter, resume and three references to [jobs@naacpnc.org](mailto:jobs@naacpnc.org) by Wednesday, April 11, 2018.