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## POSITION ANNOUNCEMENT

### Community Engagement Specialist I

#### About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit [www.lacasadedonpedro.org](http://www.lacasadedonpedro.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks a Community Engagement Specialist I who will support the Program Manager and Community Engagement Specialist III in assisting with the day-to-day administration and operations of the Healthy Homes pillar. To be successful in this role, the Community Engagement Specialist I should be experienced with providing exceptional customer service, assist families with program enrollment applications and represent the organization in community outreach events. The Community Engagement Specialist I will serve as an integral member of the Healthy Homes team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

#### Duties and Responsibilities:

- Responsible for providing exceptional customer service by assisting participants with their enrollment application.
- Responsible for assisting Essex County families with their program enrollment application and maintaining a trusting relationship, with families and community stakeholders to ensure successful outcomes in all divisional programs.
- Verifies data and supporting documents and reviews discrepancies in accordance with company and program policy.
- Enters program participant information into database and certifies applications.
- Responsible for outreach with the goal of increasing awareness of La Casa programs and services in the community and increasing participant numbers.
- Responsible for assisting, providing direction and information to program participants, visitors, and other guests of the organization.
- Provides program participant's with inter-organizational referrals or other available resources within the community.
- Conducts home visitations and documents the outcome.
- Responsible for providing exceptional customer service by assisting participants with their enrollment application.
- Other duties may be assigned to meet the organization's needs.

## **Educational, Required Skills and Experience Requirements:**

- Associates or Bachelor's degree in related field or a minimum of 3 years of relevant work experience or training.
- Excellent organizational and public communication skills with ability to speak and write in English and other languages a plus.
- Notary public license required.
- Must have good time management and organizational skills.
- Candidate must possess strong interpersonal skills.
- Excellent written and verbal communication skills in English and other languages a plus.
- Must be able to work in a fast-paced environment.
- Must be able to multitask.
- Professional uniform required.
- Ability to work independently or as a team.
- Proficient with Microsoft Office Suite or related software.
- New Jersey driver's license required along with a good driver's license record.
- Must be able to travel for business (conferences and professional development trainings)

## **Physical Requirements:**

- Required to sit for long periods.
- Lift up to 15 pounds

*\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Compensation, Schedule, and Other Information:**

- **Employment type:** Full-time
- **FLSA status:** Non-exempt
- **SOC code:** 21-1099
- **Reports to:** Program Manager and Community Engagement Specialist III
- **Schedule:** Monday – Friday; 9:00am – 5:00pm. Schedule may vary and will require some weekends and evenings. Advanced notice will be provided.
- **Compensation:** \$18.00 per hour
- **Fringe Benefits:** Health, employee assistance program, Teladoc, vision, dental, paid time off, paid sick leave, life insurance and 401k retirement plan offered.

## **To Apply**

- Please send a resume along with a thoughtful cover letter via e-mail to [careers@lacasanwk.org](mailto:careers@lacasanwk.org) with **“Community Engagement Specialist I”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

*La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.*