



**Monterey Bay**  
ECONOMIC PARTNERSHIP

# Community Engagement Assistant Job Description

## About the Organization

The Monterey Bay Economic Partnership (MBEP) is a nonprofit membership organization consisting of public, private and civic entities located throughout the counties of Monterey, San Benito and Santa Cruz. Our mission is to improve the economic health and quality of life in the region.

## Position Summary

MBEP seeks a part-time Community Engagement Assistant to support the Program Managers and advocacy surrounding MBEP's various initiatives. This is a task-oriented position that requires attention to detail and effective communication to deliver first-class results. Proactive planning, organization and critical thinking are core competencies for this role. The goal of this position is to build community capacity to advocate for regional improvement efforts through resident and cross-sector engagement that is participatory, inclusive, deliberate, and collaborative. Work hours are flexible.

## Job Duties & Responsibilities

- Develop a community engagement plan in conjunction with initiative/organizational priorities
- Weekly review of planning commission, city council and board of supervisors' agendas to identify opportunities for advocacy and participation
- Populate advocacy calendar with findings to support initiatives
- Maintain housing initiative regional map
- Develop mechanisms to assist residents in understanding public issues and taking action
- Create mechanisms for evaluation of engagement systems and activities and make recommendations to improve effectiveness
- Utilize tools through Voter Voice software program, including advocacy tools, surveys, and database management
- Distribute information to the community through multiple channels
- Research best practices for advocacy and write template letters for constituents
- Attend city or county meetings when applicable (some evenings)
- Assist with meetings as needed (logistics help, take minutes, etc.)
- Assist with research projects
- Other duties as assigned

## Qualifications/Requirements

- Efficient and organized
- Communication skills (writing, speaking, listening and basic use of Microsoft Office)
- Attention to detail
- Strong interpersonal skills
- Ability and desire to learn new skills
- Bi-lingual in Spanish preferred
- Provide own transportation

Classification: part-time employee, approximately 20 hours per week; hourly wage \$15-\$18 DOE

**Qualified candidates are encouraged to send a resume and cover letter to Freny Cooper at [fcooper@mbep.biz](mailto:fcooper@mbep.biz).**