



Job title	Community Engagement Coordinator
Working hours	Full Time
Compensation	\$76,043.75
Supervisory responsibilities	This position will report directly to the Director of Engagement.
Education and Experience Required	<p>Bachelor's degree (4-year degree) in public health, communications, marketing, or related field:</p> <p>Experience working in a nonprofit or social impact organization</p> <p>Demonstrated experience in community-based and engaged practices</p>
Start Date	Immediate

Job summary
<p>The Engagement Coordinator is an integral part of Converge. As our organization expands its efforts to promote sexual reproductive health and wellness, this role is vital in fostering meaningful connections within the community. The Engagement Coordinator will be instrumental in developing and nurturing relationships with community members, stakeholders, and partner organizations.</p> <p>About Converge: Converge seeks to expand access to quality, person-centered family planning throughout Mississippi and the South. As the state's Title X grantee, we support the provision of quality family planning care by providing funding, oversight, and technical assistance to a network of Title X clinics across the state. We also deliver training and technical assistance to providers and conduct policy, advocacy, and research activities that promote increased access to quality care.</p> <p>Converge is an equal opportunity employer. Converge prohibits discrimination against employees, applicants, and other covered individuals with regard to hiring, assignment, training, promotion, discipline, compensation, and other terms and conditions of employment because of race, color, creed, ethnicity, religion, national origin or ancestry, political affiliation, age, sexual orientation, marital status, sex (including pregnancy), gender (including gender identity), disability, genetic information, veteran status or service in the</p>

uniformed forces, or any other characteristic protected under applicable federal, state, or local law. www.convergeaccess.org

To apply, please send a resume and cover letter to jobs@convergems.org.

Essential functions

Essential functions of the Community Engagement Coordinator include, but are not limited to, the following:

- Develop and maintain strong, positive relationships with community members, healthcare providers, and partner organizations to promote access to sexual reproductive healthcare services, initiatives and resources
- Plan, coordinate, and execute external events such as health fairs, community-led events to promote Converge's programs and engage communities throughout Mississippi and Tennessee
- Advocate for SRH policies and participate in community coalitions to influence public policy and raise awareness about key issues affecting the community
- Collaborate closely with the External Affairs team to align efforts and strategies with organizational and strategic goals
- Recruit and oversee our Patient Experience Council, Internship Program and Volunteers ensuring all groups are actively engaged and connected in Converge's mission and vision
- Provide regular updates and reports on community engagement activities and outcomes to the Director of Engagement.
- Assist the External Affairs Team in the planning and preparation of organizational events and company retreats

Competencies

- Exceptional interpersonal and communication skills
- Strong event planning and organizational skills
- Creativity and innovation in community engagement
- Understanding of sexual reproductive health resources
- Excellent community-facing communication skills
- Experience collaborating with community members and organizations
- Ability to problem solve and troubleshoot independently
- Openness and flexibility, particularly regarding open-ended tasks
- Initiative to identify and create new partnership opportunities
- Ability to work across teams and programs within Converge
- Curiosity, humility, and open to new ideas

- Interpersonal and collaboration skills
- Excellent verbal and written communication skills
- Excellent attention to detail
- Ability to work independently and manage multiple projects and deadlines
- Credibility and integrity

Qualifications and requirements

Bachelor's degree (4-year degree) in public health, communications, marketing, or related field:

- Experience working in a nonprofit or social impact organization
- Demonstrated experience in community-based and engaged practices

This is a full-time, hybrid position in Mississippi with a preference to the Jackson-Metro area. The role requires frequent travel. Converge utilizes flexible working schedules, including hybrid options. We offer excellent benefits such as:

- Health insurance coverage through Blue Cross Blue Shield of Mississippi; dental insurance through Delta Dental; vision insurance through Eye Med; life insurance
- Insurance premiums for employees and dependents covered 100% by Converge
- Vanguard SIMPLE IRA plan with a 3% match from Converge
- Acceptance of mandatory COVID and flu vaccine policy as outlined in the Employee Manual
- Paid vacation (15 days) and sick (10 days) leave per Employee Manual, with additional days based on length of time at Converge
- Paid Parental Leave