



Job Description: Community Engagement Coordinator

About Riverlife:

Since 1999, Riverlife has worked to create, activate, and celebrate Pittsburgh's riverfronts. A nonprofit leader in building a community vision for Pittsburgh's riverfronts, Riverlife oversees the city's waterfront transformation, catalyzing economic development, arts and culture, and ecological sustainability on or adjacent to the city's riverbanks. We center our work on the belief that the riverfronts belong to everyone, and world-class riverfront experiences can be created for all using community-driven, equitable development and high-quality, regenerative design. Learn more at RiverlifePGH.org.

Job Description:

The Community Engagement Coordinator is a key member of Riverlife's Planning and Projects team, building broad-based partnerships with communities, users, and partners to advance Riverlife's vision. This includes leading community-driven processes for initiatives to improve and activate Pittsburgh's riverfronts, discovering and helping coordinate community priorities, and co-creating a strong network of advocates for our rivers. They inform, develop, and implement public engagement plans to maximize participation during planning efforts, project implementation, and other programs. They help communicate Riverlife's work and other activities along the riverfronts to the public. They explore and practice equitable engagement practices in coordination with other department staff. This is a full-time, exempt position reporting to the Director of Planning and Projects.

Key Responsibilities:

- Work with staff to identify, build, and sustain broad-based partnerships with communities, nonprofit partners, local, state and federal agencies, elected officials, private businesses, landowners, developers, volunteers, and other stakeholders in support of Riverlife's vision of making Pittsburgh's riverfronts for everyone.
- Lead community-driven processes to advance key organizational initiatives with communities throughout the city, including the recently completed Implementation Framework and Completing the Loop plans.
- Develop public engagement plans for projects and programs.
- Coordinate and conduct meetings and events, including scheduling, securing meeting spaces (physical and/or virtual), coordinating any volunteers, preparing and transporting materials, facilitating discussions, and notetaking.
- Coordinate and partner on efforts to activate the riverfront through events, temporary park improvements, and other public programs.
- Support partner-led riverfront events and public programming, and represent Riverlife at partner-led events.
- Work with external affairs department staff to craft communications about Riverlife's work and other activities along the riverfront to the public through the website, events calendar, social media, and other channels.
- Conduct field work for Riverlife projects and programs, including conducting surveys, photographing events for use in Riverlife communications, placing signage, reporting maintenance issues, etc.
- Work with key staff on advocacy efforts around mission-critical issues that impact the riverfronts in the areas of environmental quality and equitable riverfronts.
- Maintain partner contacts, engagement data, and other records, files, and databases.
- Attend required staff, committee and board meetings; assist with the taking of minutes, preparing of reports, and setting of agendas.
- Assist other staff members with day-to-day office administration.
- Other related duties as assigned.

Experience & Abilities:

- Passion for Riverlife's mission and Pittsburgh's riverfronts, trails, and open spaces.

- Demonstrated commitment to equity and inclusion.
- Combined experience of 3+ years in community engagement, recreation, the arts, customer service or other relevant work.
- Ability to communicate effectively and professionally, both verbally and in writing. Prior public speaking experience preferred.
- Excellent interpersonal skills and the ability to establish and maintain relationships with a broad and diverse constituency.
- Strong organizational skills with a keen attention to detail.
- Ability to exercise sound judgment concerning community and partner relationships.
- Positive and professional attitude; strong work ethic and resilient spirit.
- Ability to work independently and collaboratively in a small, non-profit environment, including considerable time on the trails and in neighborhoods throughout the city.
- Desire to experiment with and lead on innovative methods for engaging communities.
- Flexibility to attend meetings and events on evenings and weekends as needed, and to travel occasionally for work-related meetings, training, and conferences. Reliable transportation a plus.
- Proficiency with Microsoft Office and Google Suite. Experience with Adobe Creative Suite, Salesforce, GIS, and/or online engagement tools like Miro a plus.
- Photography, video editing and/or graphic design skills a plus.
- Light physical activity, including some lifting of items up to 25 lbs., may be requested

Salary & Benefits:

This is a full-time exempt position and reports to the Director of Planning and Projects.

Riverlife seeks to be an employer of choice, and offers the following salary & benefits:

- \$46,000-52,000 annual salary range
- 21 days PTO per year
- 13 paid holidays, including 3 floating holidays
- Medical, dental, and vision insurance for employee and family
- Retirement savings plan with an employer match
- Short- and long-term disability coverage
- Life insurance
- Professional development funds
- Flexible work environment, with hybrid and remote options

How to apply:

Interested candidates should send a cover letter and resume to jobs@riverlifepgh.org. Applications accepted on a rolling basis until the position is filled. We ask that applicants complete this voluntary, anonymous demographics survey to help us improve our efforts to recruit, hire, retain, and support a diverse workforce: <https://forms.gle/mjZoVuS77CWAEqk78>

Riverlife is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.