



## EMPLOYMENT OPPORTUNITY: COMMUNITY ENGAGEMENT MANAGER

**12/14/2017**

### **POSITION SUMMARY**

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Turn the Page KC is a community initiative that unites families, educators and community partners to improve children's literacy from birth to third grade. Led by Kansas City Mayor Sly James and a governing board of directors, Turn the Page KC coordinates and aligns people, resources and data to work towards our goal of increasing the percentage of third grade students reading at grade level in Kansas City, MO from 33% in 2012 to 70% by 2022.

Turn the Page KC is hiring a **Community Engagement Manager** to manage Turn the Page KC's communications work (including website content, newsletters, blogs, and social media), manage key collaborative partnerships, and coordinate the implementation of Turn the Page KC's 2018 – 2022 Strategic Plan Community Engagement tactics. The Community Engagement Manager will work closely Turn the Page KC's team and will report directly to the organization's Executive Director. This is a full-time, exempt position.

### **PRIMARY RESPONSIBILITIES:**

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The Community Engagement Manager will manage Turn the Page KC's community engagement and communications work in Kansas City, MO. Key responsibilities include:

- Direct Turn the Page KC's communications work, including social media and website content.
- Manage a team of AmeriCorps VISTA service members that work with Turn the Page KC and several partner organizations.
- Support the work of Turn the Page KC's School Attendance, Summer Learning, and Community Engagement Work Groups, their action plans, and identified strategies tactics.
- Build effective and mutually reinforcing partnerships within and across organizations and sectors (education, business, faith, nonprofit, philanthropic, and civic) in Kansas City, MO to create shared direction, alignment and commitment to Turn the Page KC's goals.

- Represent Turn the Page KC and act as a liaison to local networks or organizations affiliated with Turn the Page KC's goals and objectives.
- Initiate and catalyze high-impact opportunities for volunteers to support and contribute to Turn the Page KC's work through community partners.
- Regularly communicate plans, report on results and set expectations with internal and external stakeholders.

**Other**

- Assume other responsibilities as assigned by the Executive Director.

**DESIRED QUALIFICATIONS:**

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The right fit is an imperative for a lean organization like Turn the Page KC. Below is a list of qualities that we are looking for in the person who takes on this critical role of Community Engagement Manager. If these ring true for you, then we hope you'll apply for this position.

**Approach to Work**

- Collaborative spirit and desire to partner closely with other Turn the Page KC team members
- Able to work independently and with minimal supervision
- Reflective and proactively work to grow and improve; a strong "learner" orientation
- Deeply understand the need to focus on programs *and* systems
- Flexible, adaptable and ready to make adjustments given new learning
- Act with urgency to achieve outcomes for kids
- Highly interested in people and institutions and how things work

**Demonstrated experience and skills**

- Bachelor's degree and at least 5 years of relevant work experience with progressively more responsible positions
- Experience managing website and social media content for an institution
- Demonstrated success in managing or coaching people
- Ability to create, plan and manage multiple projects with multiple stakeholders
- Sophisticated ability to build relationships and positively influence others to achieve outcomes
- Exceptional listener, communicator who can effectively convey information verbally and in writing
- Results-oriented and fiercely committed to Turn the Page KC's mission

**COMPENSATION AND BENEFITS:**

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Turn the Page KC offers a competitive compensation package commensurate with anticipated duties and responsibilities, including comprehensive health benefits.

## **TO APPLY:**

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Interested applicants should submit a resume and cover letter to Mike English, executive director of Turn the Page KC, at [menglish@turnthepagekc.org](mailto:menglish@turnthepagekc.org). In your cover letter please include your salary requirements.

**Applications for this position will be accepted until 5 p.m. Jan. 20th, 2018.**

Turn the Page KC is an Equal Opportunity Employer, welcoming people to flourish in an open and inclusive work environment. A diverse pool of candidates is welcomed and encouraged.

## **ABOUT TURN THE PAGE KC:**

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Turn the Page KC mobilizes the community to instigate Kansas City's most positive future through 3rd grade reading proficiency. Reading proficiency at 3<sup>rd</sup> grade is critical for school, career, and life success. Children not reading at grade level by the end of 3<sup>rd</sup> grade are four times more likely to drop out of high school. Many of these children will grow up to be adults who are unemployed and/or incarcerated, with lower than average life expectancies. At the end of the 2016 – 2017 school year, only about half of our city's 3<sup>rd</sup> graders were proficient readers.

The good news is that the Turn the Page KC initiative is making clear progress. Over the past five years, the number of 3<sup>rd</sup> graders reading proficiently has increased from 33% to 55%; while the number not reading proficiently has decreased from 67% to 45%. We give more kids, particularly those from low-income families, increased opportunity by raising awareness for this important cause and converting this awareness into activism.

Community challenges like 3<sup>rd</sup> grade reading proficiency are too large for any one organization to solve alone. By mobilizing and leading a collective impact initiative, Turn the Page KC ensures structured collaboration that maintains a common agenda, shared measurement, and open communication.