

CIVIC EDGE IS HIRING AN OUTREACH MANAGER.

Civic Edge Consulting (Civic Edge) is a women-owned, employee-led business based in San Francisco. We are seeking a hardworking, competent, and responsible **Outreach Manager** to join our team of community-driven communications professionals.

Our company's Outreach Manager will direct a growing multi-lingual outreach team and public engagement efforts for the agencies, municipalities, nonprofit, and civic organizations we serve throughout the nine-county Bay Area.

Responsibilities will include: developing in-person outreach strategies, recruiting, training, and managing 10+ part-time Outreach Ambassadors, working with client teams to coordinate various types of outreach (door-to-door merchant and resident outreach, rider outreach, intercept surveys, tabling at community events and more), organizing all logistics associated with the outreach activities (from organizing materials and ordering SWAG to staff management on-site), being available for in-person evening and weekend shifts, and seeing all outreach activities through to a successful completion.

The ideal candidate for this opening will possess a strong work ethic, be a self-starter, have a strong attention to detail, and consider themselves to be highly organized. This person should have the ability to think strategically, and the maturity to prioritize serving the needs of multiple projects at any given time. The ability to manage projects independently, with the support of the team, as well as the ability to consistently update staff across online communications platforms, are essential. This person must be able to think quickly and creatively on their feet and work without oversight to meet our company's demanding, yet exciting outreach needs.

Desired Skills + Experience

- A Bachelor's degree with an emphasis in communications, English, journalism, public relations, public administration, marketing, or a related field; **OR** three years' experience in a managing part-time staff, volunteers, and/or events;
- Excellent verbal communications and writing skills; and
- Demonstrated interest in local public policy issues, including transportation, housing, and resiliency.

Compensation

This is a full-time, salaried position with compensation ranging from **\$42,000 - \$50,000**, based on experience. We provide comprehensive health and dental insurance, generous vacation time, a monthly transit benefit, 401k match, a flexible work schedule, and office snacks galore.

Applying for the Job

Please submit an **excellent one-page cover letter** and your **resume** – both in **pdf format** – to hello@thecivicedge.com at your earliest opportunity. Applications will be reviewed on a rolling basis. No phone calls, please.



Civic Edge's Commitment

Civic Edge commits to advancing equity and diversity in all that we do. We are an Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, people with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

We provide a workplace that is free from discrimination and harassment on the basis of race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender identity, disability, medical condition, veteran status or any other classification protected by applicable law in employment or service policies and practices.