

Love Your City

Community Outreach Coordinator

Job Description

Are you interested in helping drive City Sustainability? LifeCity is seeking a Community Outreach Coordinator to help support our amazing network of impact officers in building a more equitable and sustainable future. This individual will support outreach activities, recruit companies, design community networking events, and support our team in delivering our technical assistance services to our community.

PURPOSE

The purpose of the Community Outreach Coordinator is to build and strengthen a sense of community among our impact officer network and the service providers supporting their work.

LOCATION

Hybrid: 2 days in the office, 2 days at home (or in the office).

JOB TYPE

Full-Time Employee (32 hours/week - LifeCity provides a 4-day workweek)

RATE OF PAY AND BENEFITS

- \$45,000 - \$55,000, depending on experience in the field
- Benefits on day 1 of employment:
 - 100% employer paid health insurance
 - 100% employer paid vision and dental insurance
 - Unlimited PTO and paid holidays
 - Free mental wellness resources including therapy
 - Home-buying assistance
 - Green transportation incentives, e.g. biking, walking, rollerblading, etc. •
 - Retirement plan with 3% company match
 - Four-day work week • Hybrid work arrangements - 2 days in office; 2 days flexible

AREAS OF RESPONSIBILITY

1. RECRUIT ORGANIZATIONS TO THE LOVE YOUR CITY INITIATIVE

- Recruit organizations to participate in LYC Campaigns in New Orleans and other communities through events, outreach, and other marketing strategies
- Onboard organizations to the LYC Platform, including impactful leaders and service providers
- Recruit organizations to our Pollution Prevention Program
- Recruit and support sponsors in funding the LYC Initiative
- Recruit partner cities to the LYC Initiative
- Recruit individual consumers to the LYC Initiative

2. COORDINATE LYC COMMUNITY PROGRAMS

- Assist in executing all LYC Events
- Support in executing sponsorship, membership, service provider, and consumer programs
- Support communications for LYC

3. PROFESSIONAL DEVELOPMENT

- Set internal professional goals
- Coordinate with the company' leadership participation in at least 1 professional growth and development activity per year

THE APPROACH

- **Energetic:** This position will require community engagement and sales. Being excited and engaged with our work will be important. Extroverts wanted. ;)
- **Persuasive:** This position will require sales at some level because you will be recruiting people to our programs. Being persuasive or having an inspirational tone will be important.
- **Empathetic:** We listen to communities everywhere we work. We want all voices accounted for in our services and products.
- **Flexible:** This position requires adaptation to continuously improving quality standards for deliverables.
- **Self-starter:** Someone who can own their project and drive it to completion.
- **Willing to learn:** Able to take feedback and grow with the company.

QUALIFICATIONS

This position will require:

- Strong communication skills (written and verbal)
- Track record of persuasion for a cause
- Organizational skills
- Client management and relationship building experience

Preferred:

- Some background in sustainability
- Some background in community organizing or canvassing
- LEED Green Associate

OUTCOMES FOR OUTREACH COORDINATOR

This position is a growth opportunity to explore the new and emerging market of sustainable business development. Additionally, we are proud that LifeCity's network will offer new partnerships and relationships for your lifelong career. As a small company, every member of our team contributes to our growth and success, and you will experience first-hand the challenges and opportunities of entrepreneurship. Plus, we're fun to hang out with. ;)

HOW TO APPLY

Please fill out this form and send your cover letter and resume to impact@mylifecity.com and fill out this google sheet: https://docs.google.com/forms/d/e/1FAIpQLSd5gRb8YpZkRCx835SCu1Snbdg8KwbXApvoUyXJCE02TPx9Zw/viewform?usp=sf_link