



## COMMUNITY ENGAGEMENT MANAGER

### About Hot Bread Kitchen

Hot Bread Kitchen creates economic opportunities for immigrant women and women of color through job skills training, food entrepreneurship programs, and an ecosystem of support in New York City. With over a decade of successful programming under our belt, Hot Bread Kitchen has set a three-year strategic vision to scale our organization once again, this time as New York City navigates through the uncertainties of the pandemic and plans for economic recovery.

### The Opportunity

Hot Bread Kitchen seeks a highly organized, results-driven Community Engagement Manager with strong communications and interpersonal skills. The ideal candidate demonstrates the ability and passion to build strategic partnerships and effectively connect with prospective members with an eye towards cultivating a robust pipeline of members into our diverse portfolio of programs. This position will be responsible for deploying outreach and recruitment tools using a balance of both systematic and creative tactics that are clear, culturally competent and, when necessary, neighborhood specific. The Community Engagement Manager will lead a team of Community Engagement Associates, who will support in the execution of the outreach and recruitment strategies for Hot Bread Kitchen's Workforce, Bridge and Small Business programs. You work collaboratively and creatively while advancing Hot Bread Kitchen's mission, vision, and three-year-strategic plan. This position reports to the Director of Community and Member Engagement.

### General Responsibilities

The Community Engagement Manager will be responsible for developing and implementing both citywide and neighborhood-specific, outreach and recruitment strategies with the following responsibilities.

- **OUTREACH AND RECRUITMENT**

- In partnership with the Director or Community and Member Engagement, develop and execute an overall plan for community outreach and engagement, including raising awareness about Hot Bread Kitchen programs throughout a robust network of partners.
- Collaborate with the Marketing/Branding team to develop culturally competent and compelling marketing materials.
- Identify and develop strategic partnerships with community-based organizations and institutions that will serve as outreach and recruitment partners to Hot Bread Kitchen.
- Coordinate virtual, in-person, and hybrid community events and convenings, including information sessions, community fairs, and any relevant events.

- **COMMUNITY BUILDING AND ORGANIZING**
  - In partnership with the Director or Community and Member Engagement, develop and execute Hot Bread Kitchen's community outpost plan
  - Deeply understand target neighborhoods and prospective members, developing culturally competent outreach and marketing materials.
  - Conduct community mapping exercises, including needs and assets assessments in target neighborhoods across the City
  - Canvass at community events, commercial corridors, community organizations to generate interest from prospective members
  - Represent Hot Bread Kitchen at community-based events
  
- **DATA TRACKING AND MANAGEMENT**
  - Design and implement evaluation tools to gauge and ensure effective outreach and recruitment tactics.
  - Monitor impact of outreach activities, collect best community engagement outreach practices and develop new referral partnerships as needed.

### **Qualifications**

- Driven by and have a belief in Hot Bread Kitchen's values and mission.
- 5-years of relevant experience with successful community outreach or recruitment activities, meeting very ambitious goals
- Demonstrated experience leading and motivating teams.
- Ability to lead presentations and facilitate workshops or events in English and one or more languages preferred: Spanish, French, or Bangla.
- Knowledge of the community-based organization landscape in New York City
- Familiarity with Client Relationship Management databases, like Salesforce
- A high level of integrity, accountability, and growth mindset
- A self-starter who can manage competing priorities
- Availability for some evening, early morning, and weekend events
- Deep knowledge and/or understanding of Hot Bread Kitchen's target neighborhoods: Elmhurst, Sunset Park, Jackson Heights, Bronx or Washington Heights

### **Compensation + Benefits**

This is a full-time position. The salary range begins at \$70,000 and is commensurate with experience.

Hot Bread Kitchen's comprehensive benefits package includes health/vision/dental insurance (available from day one!), 401K contributions, flexible vacation time, family leave, and a sabbatical program. Our organizational culture is entrepreneurial, flexible, and civically-minded (learn more about our culture on [hotbreadkitchen.org/careers!](http://hotbreadkitchen.org/careers!))

### **Location**

This position is a hybrid of remote work and the ability to be onsite as needed. Our offices are open in line with City, state, and organizational guidelines.

### **To Apply**

Applications must include a cover letter & resume and should be sent to: [hr@hotbreadkitchen.org](mailto:hr@hotbreadkitchen.org). Please include "Community Engagement Manager- Your Name" in the subject line.

*Hot Bread Kitchen is an Equal Opportunity Employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth or related medical conditions), age, veteran status or other legally protected characteristics. Any applicant with a mental or physical disability who requires an accommodation during the application process should contact [hr@hotbreadkitchen.org](mailto:hr@hotbreadkitchen.org) to request such an accommodation.*