



JOB DESCRIPTION

JOB TITLE: Community Engagement Associate

FTE: .5 (20 hours/week)

LAST UPDATE: July 2026

SALARY: \$17/hour

REPORTS TO: Development Manager

Empower House provides transformative community health services, youth development programs and advocacy opportunities that empower women and girls of color. Empower House envisions a world where all women and girls are empowered to transform themselves, their families, and their communities.

The ideal candidate for this position can share their passion for grassroots community transformation and connect their professional and volunteer experiences to our mission. Our organizational philosophy is based on understanding how sexism, racism, and other forms of oppression intersect, preventing women and girls from attaining their full potential. Women, people of color, LGBTQ and gender non-binary individuals are strongly encouraged to apply.

Position Summary

The Community Engagement Associate works in collaboration with Empower House development and programs teams to create and implement an intentional and cohesive brand communication and engagement strategy that will increase EHSA's reach, annual revenue, and volunteer engagement.

RESPONSIBILITIES

Communications

- Collaborate with all Empower House departments to ensure that content is aligned with development and evolution of initiatives and strategies.
- (Using Elementor for WordPress) Managing weekly event and workshop postings, managing the Empower House website email account.
- Manage content on EHSA social media channels (Instagram, Facebook, TikTok, YouTube); including, but not limited to, cover photos, profile pictures, comments, DMs, etc.
- Write press releases for events and announcements and send out to major media channels. Establish and grow relationships with news reporters and other media personnel.
- Send approved newsletters, eblasts, and text messaging for outreach, fundraising, and other important announcements.
- Implement social media strategy to support programs, fundraising, advocacy, and organizational goals.
- Stay up to date with current technologies and trends in social media, design tools and applications.
- Develop other communications pieces as needed (i.e. promotional videos- to include recording and editing videos)
- Prepare outreach materials: Including assembling outreach bags for community events.
- Document events with photo and video for promotional and archival purposes.
- Be able to speak to the reports on outreach and social media engagement

Development

- Collaborate with Development Manager to organize community events and fundraising pop-up events.

Qualifications

- Uphold the Empower House's values of Solidarity, Empathy, Collaboration and Creativity.
- Demonstrates a willingness to cooperate and add to a positive team dynamic
- Bachelor's degree/or relevant professional experience
- Experience with Elementor for WordPress
- Experience managing social media
- Experience with design using Canva
- Experience with written communication including press releases, newsletters, blogs, etc.
- Excellent verbal and written communication skills with exceptional attention to details
- Ability to establish and maintain collaborative relationships with a variety of diverse communities and organizational stakeholders.
- Demonstrate proficiency in computer skills
- Strong organizational skills
- Evidence of successfully planning and organizing work with short- and long-term timeframes.
- Must have the ability to thrive in a flexible, fast paced growth-oriented environment

EHSA provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. EHSA will provide reasonable accommodations for qualified individuals with disabilities.

