

Community Network Coordinator

ABOUT OUR FOUNDATION

Kern Community Foundation is a vibrant nonprofit enterprise created by and for the people of Kern County. Our mission is powerfully simple- we are growing community and growing philanthropy. Today, thanks to the generosity of dozens of individuals, families and corporations, the Foundation has grown to hold more than 170 charitable funds with assets of more than \$27 million and has made more than \$24 million in grants to the community. More information about the Foundation is available at www.kernfoundation.org.

POSITION DESCRIPTION

The Community Network Coordinator reports to the President and CEO and is part of a small team responsible for supporting the Foundation's community convening work, in particular supporting day-to-day communications and logistics, community engagement and data function for each identified network.

RESPONSIBILITIES

The Community Network Coordinator will provide day-to-day support and facilitation of the Foundation's community convening efforts. Key responsibilities include:

Working with Community Partners:

- Developing and maintaining lists of community partners and upcoming events to identify key organizations and influencers
- Organizing outreach against those lists of community partners and events, including following-up as needed
- Building and maintaining relationships with community partners
- Coordinating research and other activities with initiative partners to minimize redundancies and to align strategies and actions, including conducting individual outreach and education as needed
- Working with President/CEO and Network partners to update outreach strategies as new needs emerge
- Working with the President/CEO to coordinate with other related projects and coalitions to maintain a full understanding of the current landscape of local and regional activities

Communications:

- Communicating the objectives of each Network to the community and potential partners
- Facilitating ongoing communication between Network partners by hosting regular conference calls, in-person meetings, or coordinating regular email updates to ensure alignment of activities
- Planning and managing logistics of, and attending, community events
- Creating or managing creation of summary reports and collateral materials for Network participants and external audiences
- Developing or managing the development of web and social media strategies for Networks as necessary
- In conjunction with the Foundation's Director of Community Impact, creating press strategies, including drafting press releases, coordinating with media outlets

Data Collection, Analysis, and Reporting

- In conjunction with initiative partners, developing Network performance metrics and operational timelines
- Developing or managing the development and maintenance of Network dashboards to inform initiative partners

POSITION REQUIREMENTS

This is an outstanding opportunity to play a critical role in effecting positive change in our community. Therefore, first and foremost, the Community Network Coordinator must be committed to the mission of Kern Community Foundation – Growing Community, Growing Philanthropy.

Additionally, the successful candidate will:

- Demonstrate success in building and maintaining relationships with external partners and stakeholders within the region
- Advanced project management skills
- Ability to thrive in a fluid, unstructured entrepreneurial environment without formal training
- Flexibility and the ability to work autonomously as well as take direction as needed
- Excellent oral and written communication skills, including public speaking and presentation development
- Strong analytical and critical thinking skills
- Strong community engagement and facilitation skills
- Four-year college degree from an accredited institution
- Minimum 3 years in a business, public health, or social services environment

This is a full-time, non-exempt position. Salary is dependent upon experience. Qualified applicants are encouraged to submit a cover letter and resume to:

Kristen Beall Watson
Kern Community Foundation
3300 Truxtun Avenue, Suite 220
Bakersfield, CA 93301

-or-

kristen@kernfoundation.org