



Lucas Park Community Engagement Manager

Organization

Founded in 2005, Urban Tilth hires and trains local residents to cultivate agriculture in West Contra Costa County to help our community build a more sustainable, healthy, and just food system. We use our 7 different school and community gardens and small urban farms to strengthen our community's capacity to provide for ourselves, speak for ourselves, and fight for the future we need.

Position Description

Urban Tilth is seeking a part-time position as Lucas Park Community Engagement Manager to create new park recreational programming, work with the City of Richmond, local residents, and project partners to lead a community process to create a Park Master Plan for Lucas Park, as well as strengthen relationships, foster collaboration, and enhance the experience of Lucas Park users. The ideal candidate for this position should be community-focused, highly organized, and skilled at communications, event planning, and coordination.

The Lucas Park Community Engagement Manager will be responsible for the planning, outreach, coordination, and execution of community engagement activities, events, and campaigns on and around Lucas Park; This role is central to connecting community members, ensuring their voices are heard, and advocating for improvements that align with their needs. By leveraging creativity, strong organizational skills, and a commitment to inclusivity, this role will help elevate Lucas Park as a vibrant, community-centered space.

Position Responsibilities

- Work with the Program Director to secure a contractor to support the development of the Lucas Park Master Plan process
- Work collaboratively with all project partners to launch and execute the Lucas Park Master Plan Community Process
- Recruit and assemble the Lucas Park Steering Committee
- Schedule, host, and coordinate internal meetings with the Lucas Park Steering Committee
- Update the Lucas Park Project Action Plan as needed to adjust the timeline of deliverables

- Create and execute the Lucas Park Outreach Plan to support new programming
- Launch and develop Lucas Park programming
- Solicit and contract partnerships with at minimum 3 organizations to provide programming for Lucas Park in 2025
- Build and maintain relationships with community members, organizations, schools, and other project partners.
- Work with project partners to plan, promote, and coordinate recreational activities that encourage park usage and foster community connections.
- Manage social media posts, newsletters, and other outreach tools to keep the community informed about park updates and opportunities.
- Lead regular in-person outreach activities such as flyers, neighborhood canvassing/door knocking, attending and presenting at community meetings at Peres Elementary, local churches and organizations, and appropriate monthly Neighborhood Council meetings and Parks and Recreation Commission Meetings.
- Recruit, train, and manage volunteers for park events and maintenance efforts.
- Act as a liaison between the community, project partners including City of Richmond staff, and local elected officials to ensure community needs are met.
- Document all programming offered by collecting sign-in sheets, photos, and pre- and post-surveys, as well as gathering and analyzing community feedback data to inform future programming and park improvements.
- Assist in identifying and applying for funding opportunities to enhance park services.
- Accurately complete all timesheets and submit all expense reports weekly to support funder billing
- Frequently check emails and respond to emails in a timely manner
- Attend professional development training as needed to continue to improve and update skill sets and or expand knowledge of the areas of food, social, economic, and environmental justice in which Urban Tilth works.
- Support and participate in all staff work days, special annual events, training, and annual board and staff retreats.
- Attend Urban Tilth monthly all-staff meetings, mandatory all-staff events, and annual all-staff strategic planning retreats.
- Attend training and conferences to continue to develop professional skills

Required Skills:

- Experience in community engagement, event planning, or related fields.
- Strong communication and organizational skills.
- Familiarity with social media platforms and digital marketing tools.
- Ability to work collaboratively with diverse groups and stakeholders.
- Passion for creating inclusive, welcoming spaces.

Desired Skills:

- Bilingual Spanish
- Driver's license and clean driving record
- Experience working in Richmond or other similar majority BIPOC low-income communities

Compensation:

- Hourly position: \$30/hr
- 50% FTE position (20 hours per week) *position may grow over time*
- Some weekends, evenings, and holidays required

***People of Color, North Richmond, Richmond, and San Pablo residents, LGBTQ, and formerly incarcerated are encouraged to apply.**

How To Apply:

Please email your cover letter, resume, and references to: ***employment@urbantilth.org***

SUBJECT LINE: ***ATTN: Lucas Park Hiring Committee - Lucas Park Community Engagement Manager***

Urban Tilth has a great team and we are doing great things. To learn more about our work visit our website: www.urbantilth.org, Facebook page: facebook.com/urbantilth, or Google Urban Tilth.