



Friends of the Rail Park

PO Box 15737

Philadelphia PA 19103

Position Announcement

Community Engagement and Programs Manager

July 15, 2018

ABOUT FRIENDS OF THE RAIL PARK

Friends of the Rail Park (FRP) is a 501(c)3 organization that drives the vision behind the transformation of historic rail lines that traverse Philadelphia into a continuous three-mile linear park and recreation path that connects and enlivens the social, historical and environmental fabric of Philadelphia's communities. FRP's mission is to be the City's partner to create, activate and enhance the quality of the Rail Park in order to engage diverse residents, bridge communities, and promote inclusivity among Philadelphians and visitors. FRP seeks to work collaboratively with government and civic organizations, cultural institutions, and individuals and communities to secure public support and financial resources for the park, lead its design process and create public programs.

FRP formed in 2013 as an advocacy group, as a result of a merger of two smaller advocacy groups initially formed in 2003, when the vision for the Rail Park was first articulated. FRP was an all-volunteer organization until April 2018, with the hiring its first Executive Director. We are a small and growing organization in the start up mode of its next phase of organizational development. An institutional funder has generously committed \$550,000 over three years to capitalize the organization. FRP will use this support to leverage other funders and donors to also contribute to the organization. For more information, visit therailpark.org.

OVERVIEW OF POSITION

Reporting to the Executive Director, the Community Engagement and Programs Manager will advance FRP's mission by helping to develop and implement the organization's community engagement and partnership plan and its public programs plan, including its volunteer program. The Manager will focus on grassroots, direct engagement with area community-based organizations, neighbors, volunteers and other interest groups. FRP's Community Engagement + Programs Committee will provide guidance and support.

The ideal candidate is/has:

- committed to FRP's vision, mission and values
- entrepreneurial, hands-on, can-do spirit
- skilled at engaging with a wide range of people from varied socio-economic and cultural backgrounds



- minimum three years' experience in community engagement, community organizing, public programs management, community development, or related fields
- able to work evenings and weekends (Flex time will be provided.)

ESSENTIAL RESPONSIBILITIES

1. Community Engagement
 - a. Cultivate and maintain relationships with community and civic groups, volunteers, and the general public in neighborhoods immediately surrounding Phase 1 of the Rail Park and along the three-mile stretch
 - b. Represent FRP at meetings/events hosted by community-based groups and in collaborative partnerships
 - c. Work with the Executive Director and Board to develop the Community Engagement & Partnership Plan, a systematic approach for building relationships productive partnerships and advancing a shared vision of an equitable, inclusive, and collaborative public space
 - d. Work with the Executive Director and consultants to design and facilitate a highly participatory and visible design and program charrette for Phase 1 and future phases of the Rail Park, aimed at generating ideas and building consensus among communities of interest about the Rail Park's physical design and use.
 - e. Work with consultants to develop and disseminate external communications, including the website, e-newsletter, collateral materials, social media, and other communication tools.
2. Public Programs
 - a. Work closely with the Executive Director, the Department of Parks and Recreation and community groups to plan the public programs calendar and coordinate public events
 - b. Develop and manage the Volunteer program to support FRP's park stewardship, community engagement and public education objectives
 - c. Recruit, train and manage volunteers
 - d. Lead tours for interest groups and the general public
3. Data Gathering, Management and Reporting
 - a. Maintain contacts database
 - b. Gather, maintain and report on data relating to participation in FRP events/activities and to relevant neighborhoods, e.g., community plans, asset maps, surveys, land development records.
 - c. Maintain other relevant data required for grants reporting
4. In collaboration with organizational leadership
 - a. Manage interns
 - b. Manage consultants for initiatives/projects
 - c. Attend and support FRP monthly Community Engagement + Programs Committee meetings
 - d. Perform administrative duties as needed



Evening and weekend work required; flex time provided.

QUALIFICATIONS

- Minimum three years' experience in community engagement, community organizing, public programs management, community development, or related fields
- Passion for FRP's mission and its values of diversity, equity and inclusivity
- Entrepreneurial, hands-on, can-do spirit, with willingness and ability to contribute to a small start-up organization
- Developed skills in building relationships and partnerships with external stakeholders, including small community-based organizations, large institutions, and public sector agencies/officials, encompassing a wide range of cultural and socio-economic backgrounds. Ability to listen to and synthesize diverse perspectives.
- Strong oral, written, and visual communication skills
- Excellent project management and implementation skills, time management, and organizational skills, including attention to detail and abilities to prioritize assignments, identify sub-tasks and keep multiple projects moving simultaneously
- Proficiency with MS Office and familiarity with websites and social media
- Familiarity with community development issues, e.g., public space management, land development, affordable housing, economic development and/or with the Callowhill/Chinatown North neighborhood
- High school diploma or equivalent required; bachelor's degree preferred
- Language proficiency in Mandarin or Spanish a plus

COMPENSATION

\$45,000-\$55,000 commensurate with experience; benefits aligned with nonprofit industry standards.

HOW TO APPLY

Send a resume and cover letter by Friday, **August 10, 5PM**, to kevin@therailpark.org. with the subject line: Community Engagement Manager. Applications will be reviewed on a rolling basis. No phone calls please.

This profile is intended to indicate the general nature and level of work performed by the Community Engagement Manager. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required.

Friends of the Rail Park is an Equal Opportunity Employer and having a diverse staff is a fundamental principle, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectual preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.