



Uplift. Empower. Transform.

Elevar. Empoderar. Transformer.

iLevantar! Community Engagement Manager

iLevantar! is a faith-based nonprofit organization in Redwood City whose mission is to uplift immigrant families in North Fair Oaks and Redwood City—offering education, cultural enrichment, and responsive support through trusted relationships

The **Community Engagement Manager** is responsible for all community events, local partnerships, and program supervision.

The *Community Engagement* component of the role will engage local partners with the events and activities at iLevantar! These events could be hosted by iLevantar! This role involves the following responsibilities:

- Lead all Community Events with the support of iLevantar! staff (Día de los Muertos, Community Thanksgiving Dinner, Sponsor A Family, Día de las Madres, etc.)
- Curate the center's human-interest stories for newsletters, blogs, and other communication tools.
- Partner with existing community organizations to stay informed of events and resources that benefit the families that we serve.
- Establish new community partnerships that are relevant and beneficial to our community.
- Utilize communication tools to inform families of said events and resources.
- Strategize methods of sourcing new volunteers.
- Participate in recruitment efforts for additional volunteers (tabling events, school fairs, etc.)
- Serve as a resource for existing volunteers, providing information, educational support, and community engagement.

Additionally, this position will manage and elevate iLevantar!'s volunteer experience with the Program Coordinator

- Partner with the Executive Director, Communications Manager, and AEC Program Coordinator to assist with the administrative aspects of activities, including the documentation, tracking, and filing of background checks required for working with students and children.
- Maintain online (Salesforce CRM/physical) files of volunteers
- Assist with special projects and assume responsibility for promoting specific projects, as needed (i.e., volunteer training, volunteer appreciation, etc.)
- Perform other duties as assigned to support the mission and programs of iLevantar!.



Responsibilities:

- Support the iLevantar! calendar of events for the AEC: monthly, quarterly, seasonally.
- Initial training will be conducted by the Executive Director and the Administrative Manager
- Quarterly assessments and annual reviews will be conducted
- Initial evaluations at 60 and 90 days to ensure success and support

Requirements:

- Eligible to work in the US & over 18
- 5+ years of relevant experience
- Commitment to the [Mission & Values of iLevantar!](#)
- Valid U.S. Driver's License with no major violations

Compensation:

- Full-time salaried exempt position
- \$62,000 to \$75,000 salary range
- 2 weeks PTO (accrued)
- Monthly medical stipend
- Optional self-funded retirement plan through CalSavers

Preferred:

- College degree or equivalent work experience
- Bilingual (Spanish) preferred
- Clean DMV record

**This description is not meant to be an exhaustive list of all duties and responsibilities. The changing needs of our organization and services to families necessitate flexibility and cooperation. Communication is imperative within all roles, and we value feedback from all team members. Employees in California are considered "at-will," and the employment relationship can be terminated at any time by either party. Advance notice of resignation is appreciated.*

