



PARTICIPATORY
BUDGETING PROJECT

Community Engagement Coordinator

The Participatory Budgeting Project (PBP) is a nonprofit organization that empowers people across the US and Canada to decide together how to spend public money. We create and support participatory budgeting (PB) processes that deepen democracy, build stronger communities, and make public budgets more equitable and effective. Through our work with partners in over 17 cities, we have engaged over 100,000 people in deciding how to spend \$145 million.

PBP is seeking a Community Engagement Coordinator to support a participatory budgeting (PB) pilot process in select council districts in the City of Oakland. This is a one year, full time position, starting in August or September 2016, with potential extension.

Responsibilities

- Liaise among PBP staff, City of Oakland staff, local partners, and community members
- Plan and coordinate community meetings, meetings with city staff, and public events, including the PB vote
- Lead community outreach efforts in low-income, immigrant, and other historically underrepresented communities
- Recruit, train, and coordinate volunteers
- Facilitate group discussions and deliver presentations
- Document the Oakland PB process through reports, stories, data and pictures
- Support and supervise one to three part-time canvassers or interns

PARTICIPATORY BUDGETING PROJECT

33 Flatbush Avenue | Fourth Floor | Brooklyn | NY | 11217
347.652.1478 | participatorybudgeting.org



PARTICIPATORY
BUDGETING PROJECT

Qualifications

You are energized by working in the community and are comfortable navigating a range of environments. We're looking for an organized, empathetic spokesperson and consensus-builder with a commitment to equity and at least two years work experience with community organizations and/or local government, ideally in Oakland, including demonstration of the following skills:

- Ability to prioritize, and effectively delegate large volumes of work
- Excellent computer skills, including proficiency with Google apps, Microsoft Office
- Excellent facilitation and public speaking skills
- Experience conducting community outreach with Latino, Black/African-American, LGBTQ, and/or Asian-American communities
- Proficiency in English and an additional relevant language strongly preferred
- Willingness to work evenings and weekends as needed for community meetings
- Access to reliable local transportation, adequate to accommodate presence at meetings all across Oakland at varied hours

Values, Compensation, and Location

Our organizational practices embody the values of transparency, collaboration, capacity building and fun that drive our mission. We invest in the professional growth and personal care of our people, including strong benefits:

- 4 weeks annual paid vacation and a slew of paid holidays
- Full coverage for health insurance (and dental, vision), flexible spending account

PARTICIPATORY BUDGETING PROJECT

33 Flatbush Avenue | Fourth Floor | Brooklyn | NY | 11217
347.652.1478 | participatorybudgeting.org



PARTICIPATORY
BUDGETING PROJECT

- Retirement plan with employer match
- Generous sick day and family leave policy
- Professional development resources, including semi-annual staff retreats
- Schedule and work site flexibility to accommodate your life, including families, continuing education and community leadership.

We understand that there are a wide variety of paths towards the skills necessary for any position. As such, PBP positions have no formal educational requirements, as long as the applicant can demonstrate mastery of the desired skills. We do, however, value experience gained through educational programs, including credits completed in related subjects.

This position is based out of our Oakland office, and offers ample flex time to accommodate the requirement of non-traditional hours. Salary range, depending on relevant experience: \$40,000-\$46,000.

How to Apply

Please email applications to jobs@participatorybudgeting.org, with Oakland Coordinator in the subject line. Applications should include the following, if possible compiled in a single pdf: 1) cover letter explaining your relevant experience and interest in the position; 2) resume; and 3) list of three professional references with contact information. We strongly encourage applications from people of color, women, and LGBTQ individuals. Applications will be reviewed on a rolling basis, with priority given to applications received before June 27th.

For more information, visit <http://www.participatorybudgeting.org>.

PARTICIPATORY BUDGETING PROJECT