

## Program Officer – Education, Leadership, and Engagement Center for Community Progress Job Announcement

<b>Job Title</b>	Program Officer; Education, Leadership, and Engagement
<b>Reports To</b>	Vice President; Education, Leadership, and Engagement
<b>Reporting Relationships</b>	This position does not have any full-time staff directly reporting to them.
<b>Date</b>	September 9, 2024
<b>Location</b>	Hybrid, remote candidates considered

### Center for Community Progress

Community Progress is the only national nonprofit dedicated to helping people transform vacant spaces into vibrant places. Our team provides urban, suburban, and rural communities battling systemic vacancy with the policies, tools, and resources needed to address the full cycle of property revitalization. Since 2010, we have delivered customized, expert guidance to leaders in over 300 communities and provided hundreds of hours of free educational resources as well as leadership programming to help policymakers, practitioners, and community members across the country return properties to productive use. Learn more at [www.communityprogress.org/about](http://www.communityprogress.org/about).

### Job Summary

The Center for Community Progress is seeking a creative, focused, detail-oriented applicant to serve as Program Officer; Education, Leadership, and Engagement. They will join a small team of passionate thought leaders and engagement experts who care deeply about racial equity and justice. Recognizing the barriers vacant and abandoned properties create to fostering equitable communities, this person will work alongside some of the nation's top experts on topics such as land banking, alternative land use, delinquent property tax enforcement, and housing and building code enforcement.

The Program Officer will serve as a core member of the Education, Leadership, and Engagement team, supporting educational events for communities across the country struggling with vacant, abandoned, and deteriorated property challenges. Recognizing the barriers these properties create to fostering equitable communities, this individual will work alongside some of the nation's top experts on topics such as land banking, alternative land use, delinquent property tax enforcement, and housing and building code enforcement.

This position will work closely with the Education, Leadership, and Engagement staff to support the organization's virtual and in-person educational events including, but not limited to, maintaining relationships with vendors and venues; coordinating with event speakers; planning event details and on-site logistics; set-up, execution, and cleanup of an event; maintaining planning calendars and adherence to deadlines; coordinating registration and communicating with event participants.

The ideal applicant for the position will have a strong eye for detail, a natural comfort working with diverse audiences, and a shared passion and deep commitment to building equitable inclusive communities that provide opportunities for all.

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## Key Responsibilities

- Support the planning and execution of all Community Progress virtual and in-person events, including but not limited to: [Community Progress Webinars Series](#); [Vacant, Abandoned, and Deteriorated Properties \(VAD\) Training Academy](#); [Vacant Property Leadership Institute](#); [Community Revitalization Fellowship](#); national [Reclaiming Vacant Properties Conference](#); and other leadership and education events;
- Lead components of events, including discerning requirements and expectations for each event booking venues, managing speaker logistics, placing orders, reviewing banquet event orders, monitoring vendors, travel planning, restaurant reservations, monitoring registration, tracking RSVPs, answering questions, and resolving issues;
- Assist the Education, Leadership, and Engagement staff with event materials including developing content, ensuring production in partnership with our communications team, and managing printing and shipping of materials (e.g. programs and talking points), all adhering to event deadlines;
- Assist with researching and writing to support Education, Leadership, and Engagement programming, including best practice case studies, city and state profiles, and other publications as identified;
- Assist Education, Leadership, and Engagement staff with researching, identifying and securing event speakers and vendors, prioritizing internal equity criteria (such as procuring services from BIPOC, small, and woman-owned firms), creativity, quality, and cost;
- Develop content and host trainings for Community Progress staff and event speakers using our virtual event platforms (including but not limited to Hopin, Zoom, Results at Hand);
- Assist with the development and implementation of Education, Leadership, and Engagement's annual program plans;
- Regularly engage with staff, including management, to shape and inform leadership and educational resources and initiatives;
- Attend staff and other relevant meetings as necessary;
- Domestic US travel expected approximately 5-8 times per year; and
- Other duties as assigned by the Vice President of Education, Leadership, and Engagement;

## Qualifications and Experience

### *Qualifications*

- A demonstrated commitment to public and community service with an enthusiasm for Community Progress' mission and a shared commitment to equity, inclusion, and justice;
- Awareness of the history of unjust policies that have contributed to disinvested communities and racial inequities, and a commitment to working collaboratively with leaders in the field to develop new policies and programs that prioritize racial and economic justice is preferred (not required);

- A passion for creating and maintaining systems that help them and their teams stay organized and on top of deadlines;
- Proven experience in event planning or event coordination and working across multiple departments to ensure a successful event;
- A clear and courteous communication style when working with various audiences;
- Strong writing skills;
- Excellent organizational and multi-tasking abilities;
- Exceptional attention to detail, meeting tight deadlines, and working well under pressure while maintaining a customer-service oriented attitude;
- Strong, proactive problem-solving skills, especially when it comes to troubleshooting logistical issues and technical difficulties;
- Strong interpersonal skills that embody collaboration and a team-oriented approach;
- Willingness to think creatively, ask questions, and share ideas;
- Willingness to travel domestically for events;
- Experience working in Zoom, Asana, Hopin, Results at Hand, and Salesforce is preferred (not required); and
- Background and/or interest in community development, sociology, hospitality and tourism management, communications, or urban planning is a plus

#### *Required Experience*

- A minimum of 2-3 years of experience in supporting event planning and development (trainings, webinars, conferences, etc.) and a Bachelor's degree. Candidate's additional education may substitute for experience, and additional experience may substitute for education.

## **Salary, Benefits, and Location**

The Center for Community Progress is offering a salary for the full-time position of Program Officer between \$68,000 and \$75,000 annually, commensurate with experience or skillsets. Additionally, the Center for Community Progress provides an excellent and comprehensive benefits package that includes medical, dental, vision, 401k match, professional development, access to flexible spending or health savings accounts, and generous personal time off benefits.

It is the preference that this position be based near one of Community Progress' offices in Washington, D.C.; Atlanta, Georgia; or Chicago, Illinois. However, Community Progress has a strong remote work culture and, in pursuit of growing a nation-leading team of highly skilled diverse experts, will consider candidates outside these regions. We are looking for a tentative start date in December 2024 or earlier.

## **Application Instructions**

Interested applicants must submit a cover letter, resume, and one of the following:

- Brief writing sample (no more than 3-4 pages).

- Short 1-page description of an event/training/learning exchange which you played a role in organizing and executing. The description should include how the event was organized, the role you played in executing the event, and what you learned from this experience.

All materials must be submitted using the form on our [Jobs](#) page **before close of business on Tuesday, October 8.**

## Equal Opportunity Employment

The Center for Community Progress (Community Progress) does not discriminate on the basis of race, color, national origin, disability, age, or sex in administration of its programs or activities, nor does it intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights. Community Progress' Chief Administrative Officer (CAO) is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7.

If you have any questions, or believe that you have been discriminated against with respect to a Community Progress activity, you may contact Courtney Knox, CAO, at [cknox@communityprogress.org](mailto:cknox@communityprogress.org) or at (877) 542-4842 ext. 154. You may also visit our website for more information: <https://communityprogress.org/notice-of-non-discrimination/>.