



Job Posting

Job Title: Community Engagement Manager

Status: Full-time

Number of Positions: 1

Classification: Hourly

Reports to: Senior Development Manager

Description

Reporting to the Senior Development Manager, the Community Engagement Manager is responsible for facilitating and coordinating a robust community engagement strategy for the Aquarium of Niagara, with a particular focus on building relationships with residents, local businesses, and grassroots organizations. This position will play a crucial role in widening the Organization's reach within the Western New York Community, with a special emphasis on the City of Niagara Falls and Niagara County.

Essential Responsibilities

- Managing the creation and execution of an overall plan for community outreach and engagement
- Representing the Aquarium of Niagara in community initiatives and at community events (fairs, festivals, etc.)
- Fostering positive and collaborative relationships with community residents, local nonprofit organizations, businesses, and student organizations
- Identifying and cultivating strategic partnerships to support the success of the Aquarium's community engagement and outreach efforts
- Overseeing the internal Community Engagement Committee, including meeting coordination, member recruitment, and activities and initiatives
- Developing and executing community engagement events at the Aquarium

Requested Requirements

- Bachelor's degree in museum studies, nonprofit management, communications, business, development, marketing, or equivalent field
- 4 years' experience, preferably in the nonprofit sector
- Existing community contacts and connections within the Western New York Community; familiarity within Niagara County preferred
- Proficient understanding of Microsoft Office software, including Microsoft Word and Excel
- Excellent organizational and interpersonal skills; demonstrates sensitivity and tact in interpersonal relations
- Proven ability to network with community resources, build relationships and create community partnerships
- Strong attention to detail, and attitude of personal accountability
- Ability to work independently, as well as on a team as necessary

Working Conditions

- Sedentary—position sometimes involves long periods of sitting
- Able to work evenings and weekends with relevant frequency
- Able to lift up to 50 pounds
- Position is based primarily on-site; remote work opportunities are available with supervisor's approval.

To Apply

Please send resume and cover letter to alang@aquariumofniagara.org. Be sure to include Community Engagement Manager in the subject line of any correspondences.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.