



Wilmington Alliance Seeks a *Community Engagement and Programming Coordinator*

Wilmington Alliance, Wilmington DE

Wilmington Alliance was founded in 2019 by the merger of two long-standing Wilmington nonprofit organizations. Our *Vision* is that Wilmington will be a thriving community that offers opportunities and access to all. Our *Mission* is to bring people together to drive innovative solutions, leverage resources and promote opportunities to empower the city's residents and businesses.

Our work is fueled by our *Values* of Equity, Results-Oriented, Inclusion and Collaboration:

Equity Our work is guided by the belief that social and economic well-being occurs when traditionally underserved individuals and communities both drive and share in the benefits of economic growth.

Results-Oriented Our programs and initiatives produce demonstrable outcomes that directly and indirectly improve the quality of life for Wilmington's residents and businesses.

Inclusion We recognize, value, and embrace the diversity that is found in our community. This includes diversity of thought and experience as well as diversity along race, age, cultural representations, gender identity, sexual orientation, and physical ability.

Collaboration We seek to build bridges and create inclusive solutions in our shared commitment to the City of Wilmington and its residents. We do this by listening, engaging, and partnering with the community. We are stronger together as we share expertise, resources, and networks.

We are passionate about our work, our partners, and our citywide mission.

About Wilmington, DE

Wilmington – the largest city in Delaware – has long been a regional corporate and business center, but recently it's taken its place as a burgeoning East-Coast center for technology and innovation. The city is frequently cited as a new tech hub and one of America's most attractive small cities for living and amenities, with attractive downtown living and dining. And it's the home of our 46th President!

About Our Work

The Alliance contributes to the City's increased vibrancy by convening partners, programs, and funders to drive place-based strategies and urban reclamation. The Alliance has brought new community parks and programs to the forefront, created first in the city shared commercial kitchen space, and will be opening new community space in 2022. We also have major and far-reaching programs in workforce development and small business support and entrepreneurship, moving swiftly to accelerate initiatives that address pandemic closures and calls for equity and justice, through economic mobility. In our work, we seek to build bridges through collaboration with the city and its residents, while offering results-oriented programs



and initiatives to produce outcomes that improve the quality of life for Wilmington’s residents and businesses.

The Position

The Alliance has created the new position of Community Engagement and Programming Coordinator to help develop and implement programming.

Position Profile

Wilmington Alliance seeks a full-time Programming and Community Engagement Coordinator. This position will work with the Director of Creative Placemaking to develop and implement initiatives and programming requiring community outreach and organization for Wilmington’s West Center City neighborhood. Our creative placemaking work creates common ground for community stakeholders to come together to build social cohesion and capacity; experience the arts and celebrate culture; and be introduced to all the resources the Alliance offers.

The employee in this position will work with and report to the Director of Creative Placemaking, Laura Semmelroth.

Candidate Profile

The successful candidate will be enthusiastic about working in an urban setting. Most of the work will be performed in West Center City, Wilmington.

This position works collegially in a dynamic, small-staff organization, and the candidate will demonstrate an appetite for and an ability and passion for building group cohesion and motivating others to action.

Above all, because of the Alliance’s commitment to the principles of equity and social justice, the successful candidate will possess the capacity to deal with the wide variety of our stakeholders communicating and working effectively across lines of race, class, education, generation, and sexual orientation.

A successful candidate must be able to engage with diverse populations while being outgoing and personable while displaying strong interpersonal skills including listening, patience, and empathy. They must be able to prioritize tasks and follow consistent routines.

A successful candidate will possess a creative spirit and ideally have an interest in the arts, socially engaged arts and creative entrepreneurship.

Position Duties and Responsibilities

The goal of this position is to strengthen and expand our community engagement work.

Job functions include:

- Implement community and organization goals through resident and partner engagement that is participatory, inclusive, deliberative, and collaborative.
- Create and implement a community engagement strategy.
- Develop, with partners, meaningful creative and culturally relevant programming that engages residents.



- Project manage programming through implementation.
- Manage on site all programming and events, including set up and break down, vendors and artists.
- Assist the Alliance in building collaborations and cultivating partnerships.
- Facilitate community and partner interaction; identify potential community partners and build lasting and reciprocal relationships.
- Provide opportunities for early involvement and meaningful voice in identifying community need and shaping solutions, in partnership with and with support of other organizations.
- Ensure that the needs of culturally and economically diverse communities are met and identify and remove barriers to participation.
- Develop mechanisms to assist residents in understanding public issues.
- Use arts programming and other techniques to facilitate engagement of residents in taking initiative to solve community problems.
- Ability to work flexibly, including evening and weekend hours.

Candidate Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education/Experience. Minimum one year demonstrated direct organization/base building experience.

Language Ability. Candidate must have excellent written, verbal, and interpersonal skills.

Computer Skills. Candidate must have strong knowledge of the Microsoft Office suite components and be comfortable using (or learning to use) other web-based programs.

Organizational Skills. Position requires strong organizational skills: effective time management; ability to set/meet deadlines; multi-tasking; ability to work both collegially and independently in a fast-paced environment. Strong project management skills are required and include management and coordination of artists, performers, vendors, and partners. Candidates must be able to think and problem-solve creatively and be able to prioritize tasks and follow consistent routines.

Position and Benefits

Salary (commensurate with qualifications and experience) falls in the range of \$45,000 - \$48,000. The position affords excellent benefits package, including company-paid health, dental, vision, and supplemental benefit coverage for employees, and flexible spending account and a 401K plan with employer match. Free parking is provided, and there are 13 paid holidays plus an end-of-the-year holiday break. Vacation days, sick days and personal days are calculated



according to the calendar year and will prorated based upon date of hire. There is no relocation allowance.

Work Environment

The Alliance office is located at 100 West 10th Street in downtown Wilmington, Delaware, in a fully accessible elevator building. Restaurants and amenities are located within walking distance. At present, due to COVID-related restrictions, employees regularly work remotely. However, this position requires hosting events and being on-site at our locations. This position requires many hours in the neighborhood of West Center City, at our green spaces and the Art O Mat, our building at 7th and Washington. Our events are in the evening hours and this position is responsible for all event logistics including set-up and breakdown. The Alliance is a highly functioning small-staff organization. The successful candidate will be able to work vertically (with minimal staff support) to fulfill position responsibilities. While the candidate need not be a current Delaware or Wilmington resident, knowledge of the First State and the City of Wilmington (or enthusiasm to learn) is highly desired.

Application and Selection Process

Qualified candidates should send a 1-page cover letter and resume – with “*Community Engagement and Programming Coordinator*” in the subject line – via email to jobs@wilmingtonalliance.org

Emailed applications will be accepted through **February 28th, 2022**, and preliminary interviews will begin as qualified applicants are identified. No applications will be accepted by mail or phone.

Cover letter should be addressed to Laura Semmelroth, Director of Creative Placemaking, Wilmington Alliance.

Candidates will be notified of application receipt and status in a timely fashion.

Finalist candidates will be expected to provide references and will be subject to a background check and verifications.

Further Information

Questions or requests for further information may be sent to jobs@wilmingtonalliance.org

Before applying, it is recommended that candidates study the Alliance website (www.wilmingtonalliance.org) and read materials published there, including the infographic that depicts the systemic approach and interlocking of all initiatives.

An overview of Wilmington and the Brandywine Valley can be found on the website of the Greater Wilmington Convention and Visitors Bureau at www.visitwilmington.com

Wilmington Alliance is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression



(including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, gender identity genetic information or any other characteristic protected by applicable federal, state or local laws and ordinances.