



Communities In Schools of Lakewood Community Engagement Manager Job Description and Application Details

Job Title:	Community Engagement Manager
Position Status:	Full-time, Non-Exempt, Occasional evening/weekends required
Hiring Salary Range:	\$54,000 – 63,000 (Additional \$2,000/annual pay for bilingual Spanish fluency)
Reports To:	Executive Director of Communities In Schools of Lakewood
Location:	Lakewood, WA

OVERVIEW

Communities In Schools of Lakewood is a strong team focused on our mission of surrounding students with a community of support, empowering them to stay in school and succeed in life. We are seeking a leader able to build powerful relationships with community members, businesses and organizations to grow our students' and organizations' "community of support."

POSITION SUMMARY AND DUTIES

The Community Engagement Manager will lead the awareness-raising, cultivation of relationships, and engagement volunteers and donors (both individual and institutional). The manager will be an effective relationship builder and storyteller who has a deep passion for serving students and communities farthest from educational justice and who can bring CISL's youth development work to life through strong presentations, communications, events and opportunities to serve.

- Oversee and manage volunteer program including recruitment, on-boarding/training and evaluation. Partner with CISL Program Manager and Site Coordinators to coach and supervise volunteers.
- Develop and implement annual communications plan, and use of videos, newsletters, brochures, website, social media, etc.
- Lead special event planning and execution (including CISL's annual spring fundraiser).
- Oversee stewardship of current and cultivation of potential donors and volunteers including additional opportunities for community engagement (e.g. supply-drives or campaigns).

- Represent CISL at community events and meetings.
- Support Executive Director in the development of grant proposals.
- Use the organizational values and "Brand Voice Guide" to create communications that highlight our work and the students and communities we serve.
- Represent the organization positively all times by acting as a professional ambassador in alignment with the organization's mission, [Values, Beliefs and Commitments](#).

REQUIRED QUALIFICATIONS

- Belief that EVERY young person is able to be successful and demonstrated strong youth-engagement, asset-building and relationship-building skills, particularly with youth, and their families.
- BS degree and 2+ years of related experience in the fields of project management, communications, public relations, business, or fundraising.
- Demonstrated experience working with volunteers.
- Strong verbal and written communication skills.
- Basic proficiency in graphic design program (e.g. Adobe Suite, Canva)
- Flexibility, collaborative spirit. Ability to work cooperatively as a team member with the CISL team, and schoolteachers and staff across multiple school sites.
- Strong initiative: self-motivated, with the ability to work well under minimal supervision.
- Ability to work with, collaborate and supervise people of diverse cultural and socio-economic backgrounds, and to work in a diverse environment with diverse personalities and cultures while at all times displaying authenticity, tact, maturity, and flexibility.
- Commitment to social justice, promoting diversity and inclusion for ALL students and families regardless of race, color, national origin, gender, sexual orientation, religion, or disability.
- Strong organizational skills. Ability to balance multiple projects simultaneously, including multiple work sites and partners daily.
- Basic computer skills and working knowledge of Microsoft Suite of programs and video conferencing.
- Ability to lift 25lbs on an occasional basis.
- Valid Washington state driver's license, access to reliable transportation and proof of adequate vehicle insurance coverage.
- Must pass a criminal background check.

DESIRED QUALIFICATIONS

- Bi-lingual, bi-cultural connection to Spanish-speaking community
- Basic proficiency in photography and videography
- Understanding of Community-Centric Fundraising

SCHEDULE

The Community Engagement Manager is a non-exempt, full-time role serving. With some flexibility to set hours depending on organizational and community needs. Some evening and weekend work required.

SALARY AND BENEFITS

Pay range is \$54,000-63,000 (*Additional \$2,000/annual pay for bilingual Spanish fluency*) determined by related skills, experience and education.

Benefits include health insurance coverage with 100% employer paid premiums, 13 paid holidays annually, 2 days/month PTO provided during first year of employment, and \$30 monthly phone stipend.

WORK ENVIRONMENT

The Community Engagement Manager serves Communities In Schools of Lakewood primarily from the CISL Administrative Offices, with work at school sites, community events and external meetings.

EQUAL OPPORTUNITY EMPLOYER

Communities In Schools of Lakewood is an equal opportunity employer. No applicant will be discriminated against because of race, color, national origin, age, gender, gender expression, sexual orientation, veteran's status, familial status, disability or religion. *Furthermore, our team is committed to creating an inclusive environment for all employees and is committed to diversity, equity, inclusion and anti-racism work as staff and organization.* Communities In Schools of Lakewood encourages applicants from all communities and backgrounds.

APPLICATION INSTRUCTIONS

- Submit a **Resume and Cover Letter** via email to Executive Director, Kerri Pedrick at jobs@lakewoodcis.org with subject line: "Community Engagement Manager."
- Please apply by the **Priority Application Deadline of Sunday, September 14, 2025** to guarantee review of your application. Position will be open until filled.
- Your Cover Letter should describe how your values, skills and experiences align with the position and our organization.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility; however, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. Work can involve extensive times sitting at a desk and working with a computer, keyboard and mouse.