

H O U S I N G



N E T W O R K

Community Relations Manager

Position Description

(Revised October 25, 2022)

About the Housing Network of Rhode Island (HNRI) and Homes RI

HNRI is the State's membership organization for non-profit agencies that are committed to the development of affordable homes and vibrant communities across Rhode Island. HNRI is the backbone organization for Homes RI, a coalition of organizations working together to increase and preserve the supply of safe, healthy and affordable homes throughout Rhode Island. HNRI is an equal opportunity employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, country of ancestral origin, religion, disability, familial status, sex, marital status, sexual orientation, gender expression or identity, or status as a victim of domestic violence. Whenever practicable, HNRI will make reasonable accommodations for qualified individuals with disabilities to the extent required by law.

Overview of Position

HNRI is seeking a dynamic and passionate person to execute strategic communications for the organization and support policy, engagement, and organizing activities for the effort. The person in this role will implement strategies to increase community engagement and political will to increase the supply of safe, healthy, affordable homes. This role will manage overall external communications for HNRI, coordinate with external partners on communications, advocacy, and organizing tactics, and support engagement of community-based organizations and Rhode Island residents in Homes RI campaigns.

Responsibilities:

- **Manage external communications activities:** Update, edit and manage websites and social accounts, draft newsletters and updates, design print materials and digital content, write copy for various policy initiatives and calls to action, support event planning and execution, grow relationships and liaise with press/media. This position may occasionally supervise student interns.
- **Coordinate advocacy-focused communications and messaging among stakeholders:** Develop and implement targeted campaigns relating to organization's policy priorities, create accessible print and digital content for partners to utilize, promote organization and membership and partners, stay abreast of local and national policy developments impacting the work, support Homes RI working groups and occasionally facilitate meetings, represent HNRI at external events and meetings.
- **Support engagement of community members, organizations, and other stakeholders:** Conduct outreach to introduce new stakeholders to HNRI and Homes RI, help develop and maintain systems for tracking engagement and participation metrics, research and implement recognized practices of ethical storytelling and engagement, values-based messaging, inclusive facilitation, and other areas as relevant.

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Required Knowledge, Skills, and Qualities:

- Excellent written and oral communications skills
- Independent, self-motivated, ability to be self-directed and use sound judgement
- Ability to actively listen and reflect, connect and build trust with people, and collaborate with others
- Culturally sensitive and committed to principles of equity and inclusion
- Interest in community development and housing justice
- Openness to receiving feedback from variety of stakeholders and embed new ideas into work
- Experience in fields such as communications, journalism, public relations, public policy and/or community organizing, including marketing and messaging strategy development, use of various media, involvement in advocacy campaigns. At least two years (2+ years) preferred.
- Demonstrated experience with website editing and maintenance, at least one year (1 year+) preferred.
- Demonstrated ability and comfort using apps/tech including Microsoft Office, Google Apps, social media platforms (Facebook/Instagram, LinkedIn, twitter), and design software (Adobe, Canva, etc.)

Preferred Qualifications:

- Bachelor's Degree (sample fields: Communications, Public Relations, Political Science, Community Dev)
- Demonstrated experience in media relations
- Proficiency with Adobe Creative Cloud products including Acrobat & InDesign, apps such as Canva, Hootsuite, Zoom, Action Network, and functions including Google Analytics, HTML and Wordpress
- Photography and/or videography skills
- Bilingual or multilingual (Spanish, Portuguese, or other languages)
- Knowledge of community development, housing, homelessness, voter engagement, public policy
- Familiarity with Rhode Island and its distinct and diverse communities

Compensation and Benefits: This is a full-time, non-exempt position of 40 hours per week. Salary range is \$48,000 – 60,000 annually. Benefits include 12 paid holidays, three personal days/year, paid vacation days, paid sick time, bereavement leave, health, and dental insurance, employer-sponsored 403(b) retirement plan, access to professional development opportunities, and mileage/expense reimbursement (when applicable).

Work Hours and Schedule: HNRI hours of business are Monday – Friday, 9:00am – 5:00pm. It is expected that employees will generally follow this schedule and complete most work from the office. The employee may arrange a flexible work schedule that includes remote work with their immediate supervisor and approval from the Executive Director. Out-of-office time should generally not exceed more than 40% of the employee's total weekly hours (16 hours/week for a 40-hour/week position or 2 days a week of remote work).

Supervision / Decision-Making: This position will be supervised by the Strategic Initiatives Manager and Executive Director. This role has moderate latitude to exercise judgment over day-to-day activities that pertain to the responsibilities of the role.

Equipment and supplies: The Housing Network of Rhode Island is an open office with cubicles. The employee will be furnished with an individual cube, laptop (with Microsoft Office Suite) and monitor, wireless printer access, and landline telephone. The building has a gate-entry parking lot/street parking, accessible entrance with ramp, and an elevator. It is accessible by public transit on the [RIPTA R-Line](#).

To Apply:

Applications will be accepted on a rolling basis until the position is filled, with preference to applications received by **November 11, 2022** to Ms. Katie West at HR@housingnetworkri.org. For serious consideration, please submit a cover letter and resume as part of your application.