



Engagement Program Associate

Reports to

VP for Community
Engagement

Position Summary

The Engagement Program Associate will contribute to the Engagement team by providing project management support, resource and content development, program coordination, and communication of the division's work for internal and external stakeholders. The Associate will work directly with the Vice President of Community Engagement to provide programmatic support in a well-organized and timely manner.

PRIMARY RESPONSIBILITIES

- **Partner** with VP for Community Engagement to ensure alignment between Congregational and Community Engagement
- **Coordinate** with VP to ensure weekly/monthly priorities are set and maintained, including overall project management to monitor deadlines on key initiatives as needed
- **Manage** Engagement reporting by collecting and compiling data for the Board, diocese, research and evaluation requests, and ad hoc reports as requested
- **Create** systems of effectiveness for data collection and reporting to identify priorities and advance transformative community action
- **Support** the team's expansion efforts to the North Texas region to better understand potential partners, conduct initial conversations, and identify leverage points with both internal and external work

- **Develop** content for the Congregational Engagement monthly eNews, website updates, and ensure consistent publication
- **Generate** social media posts that will engage community with timely and relevant information about our work and learning opportunities
- **Provide** Engagement team programmatic area data to research and evaluation for the development of surveys
- **Support** the team to implement programmatic work and work closely with congregations to recruit congregation members, community partners, and civic institutions
- **Prepare** PowerPoint slides and produce and edit other presentation materials as needed
- **Assist** with events, logistics, evaluation, note-taking, and meetings as needed

COMPETENCIES AND SKILLS

- Bachelor's degree in public policy, education or related social science discipline is preferred
- Minimum of two – three years of related experience with nonprofits, philanthropy, and/or faith-based organizations
- An ideal candidate would be fluent in Spanish, both reading and writing proficiency
- Ability to prioritize projects, multi-task, and meet deadlines and support others
- Extremely detail-oriented and organized
- Exceptional written, oral, interpersonal and presentation skills
- Experience in conducting web-based research and literature reviews
- Creativity, problem-solving, initiative, and a can-do attitude
- Proven ability to work independently and in a collaborative team environment
- Ability to develop good working relationships with internal staff and external stakeholders
- Demonstrated ability to effectively participate in a multidisciplinary team environment
- This position is Houston-based and requires travel within the [80 counties](#) of the Episcopal Diocese of Texas.

All employees are expected to comply with EHF values, expectations, and policies and procedures. These include: taking responsibility for actions and outcomes, being a good stewardship of resources, being transparent, being a team player, producing high quality work and maintaining a high level of productivity. All employees are expected to have sound knowledge of Microsoft Office software.

Compensation

The salary range for this position is \$61,101-\$64,495. In addition to salary, the candidate will receive Episcopal Health Foundation's employee benefits which include comprehensive health insurance coverage and a retirement plan to which the Foundation will contribute an amount equal to 9% of base salary.

ABOUT THE FOUNDATION

The [Episcopal Health Foundation \(EHF\)](#) believes all Texans deserve to live a healthy life - especially the poor and those with the least resources. Our public health orientation leads us to focus on upstream work that goes beyond providing healthcare services in a doctor's office and seeks to address the underlying social, economic, behavioral, and environmental causes of poor health. We are most interested in work that takes a systems approach to improve community health, which leads us to focus on creating and supporting intentional connections between and among institutions aimed at not just improving healthcare delivery but transforming the health of an entire community.

With more than \$1.2 billion in estimated assets, EHF operates as a supporting organization of the Episcopal Diocese of Texas and works to help improve the health and well-being of the 15 million people living throughout the 80-county region of the Diocese.