

Job Posting

Title: Community Engagement Manager

Location: Seattle, Washington

Dept.: Communication and Development

Reports to: Vice President of Marketing and Public Relations

Status/Shift: Full-Time/M-F

Salary: $55,000 to $65,000

The Lighthouse for the Blind, Inc. transforms the lives of people who are blind, DeafBlind, and blind with other disabilities. Through employment opportunities, we are a catalyst for empowerment. We foster self-confidence and instill a life changing affirmation that independence is possible. From our expertise in cutting-edge technology to our understanding of mobility, we help people who are blind and DeafBlind live fulfilling lives.

We believe everyone, no matter their vision abilities, deserves to experience the power of employment. Our goal for each person we reach is to ignite a fire of determination that is centered on the reality that blindness doesn’t define who you are or how you choose to live.

Purpose:

The Lighthouse for the Blind, Inc. is looking for a highly organized, passionate storyteller with a proven track record and broad skill set, to join our marketing team and hit the ground running. Your experience working in the community engagement, marketing, and/or the public relations space will enable you to amplify and support our incredible mission.

This position reports to the Vice President of Marketing and Public Relations and will collaborate with the Marketing team to assess and finetune the current community engagement plan to increase mission awareness and community engagement, including program monitoring and reporting. In addition, you will draft community engagement opportunities relating to further the overall awareness and education of the mission, products, and services of the Lighthouse, a successful 104-year-old Seattle-based mission-driven social enterprise.

**Responsibilities:**

Coordinate & Lead Lighthouse Facility Tours:

* Field Lighthouse tour requests, coordinate with internal departments to schedule Lighthouse facility tours (including school tours) at agreed up times/dates
* Lead the in-house weekly Lighthouse community and school tours
* Craft and send post-tour surveys to collect data on how tours were received
* Track, analyze, and report monthly tour numbers and performance to Vice President of Marketing and Public Relations
* Maintain and track tours, press visits, community engagement activities while also maintaining press kits, and on-line press resources
* Research and monitor community sites for opportunities to increase mission awareness and engagement within the community including participating on podcasts in order to position the Lighthouse as the subject matter expert in the blindness field
* Promote LH tours within the community

Connecting with Community:

* Responsible for increasing community engagement and identifying opportunities to leverage mission awareness and engagement
* Support Communication Executives in crafting, sending out press releases, and responding to press inquiries if requested
* Identify media opportunities; support Communication Executives to execute and leverage said opportunities
* Generate and attend networking and educational events to further the Lighthouse mission
* General Marketing/ Public Relations Support:
* Other duties as assigned

**Requirements:**

* BA/BS in Marketing/Communications or related field preferred
* 5-7 years in a public relations/marketing/communications or community engagement role or related experience required

Relevant Skills/Knowledge:

* Excellent communication and presentation skills, both written and verbal
* Proficient navigating independently in a professional manner in a corporate environment
* Friendly and approachable demeanor; very adept in successfully working with internal and
* external stakeholders, vendors, and colleagues
* Able to solve problems efficiently and independently; knows when to call for assistance
* Highly organized; high level of attention to detail, dependable, collaborative, enthusiastic, positive, ability to work independently and as a team player
* Proven experience coordinating events
* Proven project management expertise
* A passion for networking and connecting with organizations and people
* Experience writing business communications
* Fluent in: Microsoft Office Suite, including Word, PowerPoint and Excel; ability to use SmartSheets
* Ability to understand the value and importance of brand integrity, cohesive messaging, and a consistent corporate voice
* Familiarity with the Lighthouse mission a plus
* Ability to work schedule as assigned

The Lighthouse for the Blind, Inc. is an equal opportunity employer and does not discriminate on the basis of age, sex, marital status, sexual orientation, gender identity, race, creed, color. National origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a dog guide or service animal by a person with a disability.

FEDERAL CONTRACTOR

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document forms upon hire.

To submit an application for this position or for more information about the Lighthouse for the Blind, Inc. please visit [www.lhblind.org/jobs](http://www.lhblind.org/jobs)