



Community Engagement Associate

About the Position

PointNorth Consulting is seeking a full time Community Engagement Associate. The position requires attention to detail, thorough and timely execution, and experience in public involvement and community engagement. You will work with team members at all levels of the company, and interface externally with our clients and the community. The Community Engagement Associate will support a range of communications efforts, including stakeholder engagement, communications and public involvement engagement and outreach projects primarily on projects within the transportation sector.

Applicant must be practiced at complex time, task, and project management, and must demonstrate reliability, composure, and the ability to effectively communicate with clients, community members and our team. The Community Engagement Associate will coordinate project tasks, complete and track project deliverables and carry out the project communications strategies. While a background in transportation may be helpful in this position, we welcome applicants who are interested in increasing their understanding of communications within the transportation sector.

In addition to the work described above, the Community Engagement Associate will participate actively and regularly in PointNorth Consulting's internal meetings, events, and workgroups. They will be asked to contribute their perspective to the ongoing evolution of our best practices as a company.

About PointNorth

PointNorth Consulting is a strategic communication firm founded in Vancouver, WA in 2011 and relaunched as a woman-owned, minority small business in 2018. Our mission is to strengthen leaders and empower teams through strategic communication and organizational development. We believe our values drive our passion. We are strategists, storytellers and committed communicators.

Our expertise includes strategic communication, organizational development, brand building and business consulting. We serve a variety of organizations in the Pacific Northwest ranging from architects, engineers and contractors to educational service districts and public agencies.

Racial Equity Statement

As a small, minority owned business enterprise, we believe our world is better when we embrace our differences. We believe our power is in the diversity of our differences and the belonging that results from an inclusive and supportive workforce. We will see you. We will listen. We will do the right thing, no matter what.



PointNorth is an equal employment opportunity employer. Every employee has the right to work in surroundings free from all forms of unlawful discrimination. All employment decisions are made without regard to race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, gender expression, age, honorably discharged veteran or military status, disability, genetic information or any other characteristics protected under law.

What it is like to work at PointNorth

The PointNorth team works independently and collaboratively. We recognize our best work might not occur in an office environment between the hours of 8 a.m. and 5 p.m. We value hard work, an entrepreneurial spirit, integrity, and authenticity. We also value strong connections to our team and our community.

PointNorth culture is dynamic and fast-paced which requires excellent time management skills and flexibility. All members of the team are currently working remotely, participating in regular meetings with clients and colleagues via phone, video, and conference call. Each team member has freedom to construct their work week and schedule as needed, including the locations, times, and days in which they will complete work. We do have a physical office that we hope to eventually return to. The office has some group meeting spaces and individual workstations. Team members will not be expected to be in the office consistently during business hours. Because the workspace is shared among the entire team, at times the office is bustling with meetings and conversations, and sometimes you could be working alone an entire day. It is important that the applicant can work effectively in both types of situations.

Position Reports to: Community Engagement Manager & President

Classification: Exempt

Primary Responsibilities:

- Establish and maintain partnerships and meaningful relationships with organizations throughout the region, to include faith based, BIPOC, nonprofit, and community based organizations
- Represent PointNorth at group meetings and public & private events
- Develop, organize, and facilitate or co-facilitate discussion groups, workshops, trainings, round-tables, and other events (virtually or in person as appropriate)
- Maintain accurate and up to date database of stakeholders, volunteers, community members, and partner organizations
- Design authentic strategies and culturally appropriate engagement efforts to increase awareness of client projects with BIPOC and other communities
- Ensure all community engagement activities are designed to increase awareness and participation specifically from local BIPOC community members, and generally from the public at large
- Lead, facilitate and / or support coordination of meeting logistics



- Prepare informational materials for stakeholders and the public
- Document stakeholder engagement and community meetings, providing logistics, including notetaking, report preparation, and database management
- Develop and proofread meeting summaries, reports and other documents
- Track project activities and deadlines, providing regular update as requested
- Project research, review and synthesizing data into succinct and meaningful reports
- Digital engagement and social media
- Establish community engagement goals and objectives, in collaboration with the Community Engagement Manager, President and other PointNorth staff
- Administrative duties as necessary
- Monitor accurate budgets for assigned projects and tasks, ensuring fiscal responsibility and compliance
- Represent PointNorth in a positive and professional manner to stakeholders, clients, peers, public officials, community groups, business, and other partners

Skills and Qualifications:

- Organized and detail-oriented
- Prepared to contribute to our full team
- Adaptable and flexible
- Self-motivated and comfortable working independently
- Able to work in a fast-paced, deadline-oriented environment
- Effective and reliable communicator with a wide variety of populations, in a persuasive and collaborative manner
- Comfortable with taking direction, yet able to take the initiative as needed
- Able to reliably set priorities, manage multiple tasks, and meet deadlines
- Able to work and balance multiple projects for multiple clients
- Successful at balancing working as part of a team with working independently
- Able to engage BIPOC and other marginalized communities in various efforts including public infrastructure projects
- Proficient in standard office procedures, software, and communications technology
- Effectively use databases and other tools for targeted outreach and engagement
- Excellent community and partnership feedback analysis skills, with the ability to accurately review and synthesize feedback, disseminate information into succinct and meaningful reports and collect accurate data from survey groups
- Able to accurately disseminate infrastructure project information to community members and partnership organizations
- Able to create, monitor, and adhere to a fiscally responsible budget
- Cooperative & collaborative team member with ability to communicate in a professional and respectful manner with all clients, co-workers, stakeholders, community members, public officials, and other business partners
- Demonstrate a positive attitude in the office regarding work assignments, team work, and company mission
- Passion for the mission of PointNorth



While not required, the following qualifications will make applications more competitive:

- Experience and understanding of the transportation industry
- Demonstrated success in prior, similar roles
- Experience in consulting firms
- Proficiency in Spanish or other common second language in BIPOC communities in the SW Washington/Portland metro region
- Understanding of DEI principles and best practices. The ability to research and stay abreast of new industry developments, trends, and best practices

Required Work Experience

Minimum 5 years experience in government or private sector environments in a Community Engagement role. Demonstrated history of working with the public and implementing strategies to increase authentic engagement within communities. Demonstrated history working with critical stakeholders in Portland/SW Washington.

Working Conditions/Physical Demands

Work is currently performed in a remote home office environment, but will eventually include in-office and work in the community. This includes long periods at a desk. Work is oriented to community service and subject to constant work interruptions. Position requires the employee to regularly facilitate meetings and deliver presentations to community members, and other business partners, in both small and large groups. Employees may work under the stress of continual contact from clients, community members, co-workers and business partners, and the pressure to meet deadlines. Requires flexible work schedule and may be required to work evenings and weekends. Must occasionally lift and/or move up to 25 pounds. Position may require the ability to travel regionally for work activities.

PointNorth is an equal opportunity employer, committed to developing an organization that is reflective of, and sensitive to, the needs of the diverse community we serve. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. We invite members of all diverse communities to apply.

Annual salary range: \$60,000 - \$75,000, dependent on qualifications and experience.

Please send resume and cover letter to joinus@pointnorthinc.com

Open until filled. First review by January 8, 2021.