Center for Neighborhood Technology
Outreach and Engagement Associate

About CNT

The Center for Neighborhood Technology (CNT) is a nationally recognized 501(c)(3) nonprofit organization that operates at the intersection of sustainability and equity. Our mission is to deliver innovative analysis and solutions that support community-based organizations and local governments to create neighborhoods that are equitable, sustainable, and resilient. CNT provides:

- **Analysis**: rigorous, interdisciplinary analysis of urban and regional problems to produce evidence-based solutions, including sophisticated data tools and online resources to make findings usable.
- **Engagement and empowerment**: engagement of neighborhood partners and local government leaders, supporting and empowering them to improve their communities.
- **Innovation**: innovative and data-driven policy, financial, and technological solutions.
- **Entrepreneurship**: where there are gaps in service, entrepreneurial approaches to create new programs to solve problems we uncover.

CNT’s programs leverage its analytical strengths, neighborhood connections, innovative policy ideas, and entrepreneurial instincts to produce meaningful results. Current CNT programs address climate change, transportation equity, housing affordability, resilient water systems, and many other urban issues.

See our website for more information at [www.cnt.org](http://www.cnt.org).

Position Description

CNT is seeking an Outreach and Engagement Associate to support our mission, and in particular, our efforts to work collaboratively with community-based organizations. In the coming years, CNT will partner directly with numerous community-based organizations to advance environmental justice, climate justice, and mobility justice. We are showing up, building trust, and putting time into building strong relationships with frontline community organizations in Chicago and across the nation.

The Outreach and Engagement Associate will be asked to contribute to numerous ongoing projects that involve building and maintaining relationships with community-based organizations and individual residents. Immediate assignments will include:

- Lead outreach efforts to involve residents in two specific environmental justice partnerships on Chicago’s Little Village neighborhood and Southeast Side.
- Assist with documenting the extent of flooding in Chicago’s south suburbs by involving residents in data collection and working closely with local government representatives.
- Help communicate and conduct outreach with community groups participating in the Transportation Equity Network, a group of organizations collaboratively pursuing mobility justice.
- Lead CNT’s tech challenge program, which involves bringing together community-based organizations and university data science students for mutually beneficial research efforts.
- Provide outreach and engagement assistance on similar projects.

The above is not an exhaustive list of projects. The Outreach and Engagement Associate should be capable of accommodating a number of projects simultaneously across geographies and topics.
Responsibilities

- Advance CNT’s work with community-based organizations, helping the organization to develop and maintain positive and productive relationships.
- Participate in meetings of community-based organizations, municipalities, and coalitions when invited, sometimes with an agenda, but often only to build trust.
- Identify, plan, and implement innovative community engagement techniques and processes to support project work.
- Develop written, audio, and video content for outreach and communications materials.
- Organize events, both virtual for the immediate future and in-person when the opportunity permits, to support all of CNT’s programs.
- Post web content, such as blogs or social media, to support project work and organizational goals.
- Cultivate and maintain contacts for ongoing communication and partnership as opportunities arise throughout the organization.
- Serve as a team member on several projects simultaneously with direction from project managers.

Qualifications

- Commitment to equity, environmental justice, sustainability, and resilience. Some knowledge of fields including climate resilience, environmental planning, affordable housing, transportation, economic development, or similar.
- Ability to build strong relationships with community-based organizations. CNT is emphasizing support for community-based organizations within its mission and its work. The Associate should already have or have the ability to build relationships with community-based organizations in Chicago and nationally.
- Cultural competence demonstrated in past educational and professional experiences. The Associate will need the ability to use both traditional and innovative techniques to engage diverse stakeholders, always trauma-informed and with a high degree of dignity.
- Ability and willingness to work in a mission-driven organization to accomplish challenging goals as part of a multidisciplinary and diverse team.
- Strong communication abilities, especially an ability to speak clearly and relatably to a variety of audiences. Ability to communicate with patience and respect even in stressful circumstances.
- Education or professional experience in relevant fields, such as public outreach and engagement, community development, sustainability, nonprofit management, municipal government, communications, or others, is desired. We have no minimum number of years of experience, and do not require any specific educational credentials beyond a preference for candidates with a Bachelors degree, for this position.
- Volunteer, professional, or other types of experience with community-based organizations is desired. Please be sure to specify any volunteer experience on your resume, because this type of experience is relevant for this position.
- Spanish-language fluency is preferred but not required.

This position reports to CNT’s Managing Director of Strategy and Communications.

The salary for this position will be based on qualifications but is expected to be in the $50,000 range for entry-level applicants, up to $60,000 for those with several years of experience.
Anti-Discrimination Policy: CNT is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

How to Apply

Please email cover letter and resume by April 12 to:
Bridget Torres, VP of Talent and Culture
Center for Neighborhood Technology
17 N State, Suite 1400
Chicago, IL 60602
bridget@cnt.org

Please write Outreach and Engagement Associate in the subject line. No phone calls please.