



Job Title: **Community Engagement Manager**
Department: Public Affairs
Reports To: Director of Public Affairs
Status: Full-Time; Non-Exempt

POSITION SUMMARY:

The **Community Engagement Manager** is responsible for strengthening CET's visibility and relationships within the communities we serve. This role leads engagement strategies with employers, local nonprofits, civic partners and prospective sponsors, while also managing the planning and execution of major organizational events. The position plays a key role in cultivating partnerships, securing sponsorships, and supporting CET's workforce development mission through community-centered outreach.

ESSENTIAL JOB FUNCTIONS (May include but is not limited to the following):

Community Engagement and Partnerships

- Build and maintain strong relationships with employers, nonprofits, civic organizations and educational partners to enhance CET's presence and impact.
- Identify, engage, and steward relationships with potential sponsors, funders and collaborators.
- Represent CET at community events, networking functions, advisory groups and partner meetings.
- Act as a liaison for CET centers to support their local outreach and partnership efforts.
- Coordinate collaborative initiatives that connect CET students and graduates to employment and training opportunities.

Event Planning and Execution

- Lead planning and execution of CET's major events, including career fairs, open houses, fundraising galas, student showcases, and partner recognition events.
- Develop event concepts, manage vendor relationships, oversee logistics, and create promotional materials in partnership with Public Affairs.
- Recruit and coordinate speakers, volunteers and internal staff to ensure successful event delivery.
- Track sponsorship opportunities and manage outreach, communications and benefits delivery for corporate and community sponsors.

Communications and Outreach

- Develop and manage outreach content for social media, newsletters, event promotion and community updates in partnership with Public Affairs.
- Support the Public Affairs team in amplifying CET's impact stories and community achievements through digital and print media.
- Prepare and deliver presentations to external audiences to promote CET's mission, programs, and partnerships.

Required Knowledge, Skills and Abilities:

- Strong experience in relationship management, public relations or stakeholder engagement.
- Proven ability to plan and execute successful events from concept to completion.
- Knowledge of nonprofit, workforce development and community-based programming.
- Excellent verbal and written communication skills, with public speaking confidence.
- Highly organized and able to manage multiple projects, deadlines and stakeholder groups simultaneously.
- Skilled in using digital tools for outreach and communications (e.g., social media, email marketing, CRM).
- Ability to work independently and as part of a cross-functional team.
- Culturally competent and comfortable working in diverse communities.

Education and Experience:

- Bachelor's degree in Public Relations, Communications, Public Administration, Business Development or a related field.
- Minimum of 5 years of experience in community engagement, event coordination or nonprofit partnership management.
- Experience working with or within nonprofit, workforce development or education sectors strongly preferred.
- Proficiency in Spanish or another language is a plus.
- Valid California Driver's License (or ability to obtain within 30 days of hire); ability to travel to CET centers and partner sites as needed.

License/Certificates

Use of a personal or company vehicle for CET business may be necessary in the performance of assigned duties such as attending meetings and events and running errands. The Human Resources Department may request copies of a valid driver's license and proof of personal automobile insurance upon being hired and annually thereafter.

Confidential Statement

All CET positions are required to maintain confidentiality of all information about CET participants, employees and services, even after CET employment ends. Federal and State laws and regulations provide civil and criminal sanctions against personnel who fail to enforce safeguards required to protect confidential information, records and data.

Working Environment

Work is often performed under pressure and time deadlines. Immediate responses required on requests from corporate administration and external agencies. Regular office hours plus frequent evening and weekend work may be required. Deadline pressures require a well-developed sense of teamwork and common purpose.

Equal Employment Opportunity

CET will consider and hire qualified applicants without discrimination. CET maintains as its staffing goal to recruit and maintain a workforce that reflects the diversity of the CET community.

Job Type: Full-time

Pay: \$70,000 - \$90,000 per year

Benefits:

- 401(k)
- Health insurance
- Paid time off

Schedule: Monday to Friday Work

Location: In person – 701 Vine St, San Jose, CA 95110