



1100 MARKET ST | SAN DIEGO CA 92101
+1 [619] 701 0049 | WDC2024.ORG



JOB DESCRIPTION: COMMUNITY ENGAGEMENT MANAGER

Reports to: Director of Programs
Position Type: Full Time, Salary, On-Site
Salary Range: \$60,000-\$80,000 (commensurate with experience)

Who Are We?

World Design Capital San Diego Tijuana 2024 is a year-long celebration of our innovative cross-border region as we come together to design a better future.

World Design Capital® (WDC) is designated every two years by the World Design Organization® (WDO) recognizing cities for their effective use of design to enhance economic, social, cultural and environmental quality of life. This 2024 designation provides our region a year-long international showcase of design through unique experiences and explorations that stimulate thinking and bring our communities together to celebrate what makes San Diego-Tijuana exceptional.

Our community has an incredible opportunity that only comes once in a lifetime. Through the WDC year-long program, we can establish San Diego-Tijuana as a leader in community-driven design, promoting the region as a global center for innovation, creativity, and design.

Want to Become a Part of Our Team?

This job is not for everyone. We're exploring new realms. Pushing new boundaries and creating definition where there isn't always clarity. We understand that we are better together, as a team, a community, a region – so if you're up for a meaningful challenge that will expand your understanding of design and innovation, read on.

Community Engagement Manager

The Community Engagement Manager will be responsible for assuring that all communities within the San Diego Tijuana region are being included in the overall WDC 2024 Program. This person will work closely with the Community Event Manager to identify gaps in community outreach and develop strategies for reaching hard to reach communities in the region. This person will also be responsible for assuring that the WDC 2024 grant program is successful in reaching a high percentage of stakeholders in San Diego.



Responsibilities

Develop and Execute a Community Outreach Plan to guide WDC 2024

- Assess and identify gaps in the current community outreach strategy and implementation
- Develop a contact, engagement and communications strategy
- Execute an awareness, education and engagement action plan via, but not limited to, workshops, community convenings, pop-ups, online presentations and roadshows
- Provide community access to the Public portal for:
 - Individual and organizations project submissions
 - City grant applications
 - Other WDC 2024 participation
- Support community events by attending and providing access to WDC 2024 materials and resource, where applicable
- Participate in data collection activities regarding overall participation in the WDC program for the WDC 2024 Impact Study
- Develop and execute a JEDI+Action plan that will answer the following questions:
 - What does inclusive leadership look like within our WDC 2024 organization?
 - How can we develop JEDI+ organizational values that can be practiced every day?
 - How can we ensure that our practices and policies are equitable and lead to outcomes of representation and inclusion?
 - How can we center JEDI+ values when interacting with our partners and communities?
 - How can we ensure that, across our region, we are distributing resources, access, and programming in an equitable way?

Requirements/Qualifications:

- Excellent organization, project management, and written and verbal communication skills
- Ability to manage multiple projects simultaneously
- Self-starter who works with a sense of urgency while managing and meeting deadlines
- Comfortable working with project management tools such as Monday.com, Slack and Google Drive necessary
- Exceptional communicator and team player
- Strong Cultural competency required
- Bilingual/Bicultural proficiency preferred
- Ability to work evenings and weekends and attend community events as necessary



1100 MARKET ST | SAN DIEGO CA 92101
+1 [619] 701 0049 | WDC2024.ORG



Code of Conduct

Our philosophy is to champion each other with respect, integrity and generosity. Because we value safety and collaboration in our physical and creative spaces, we ask 'all' to follow this code of conduct, both for online and in-person interactions:

- **Show respect** for other backgrounds and perspectives at all times.
 - Be considerate in speech and actions, and actively seek to understand, acknowledge and respect the boundaries of fellow attendees.
- **Professional behavior** is expected.
 - As you interact in our regional community, we hope you make new friendships and grow your understanding of interdisciplinary Design, in an environment exemplified by impeccable professional behavior and respect for all.
- **Be kind** and positive toward others.
 - Treat everyone as you would like to be treated. Kindness and positivity, combined with our values of Community, Connection, Collaboration and Celebration, we have the power to transform our region and potentially the world. Let's remember that and work together to live it everyday.
- **No harassment is tolerated.**
 - Harassment includes, but is not limited to: deliberate intimidation; stalking; unwanted photography or recording; sustained or willful disruption of talks or other events; inappropriate physical contact; use of sexual or discriminatory imagery, comments, or jokes; and unwelcome sexual attention. If you feel that someone has harassed you or otherwise treated you inappropriately, please alert any member of the Program team in person, via the team phone or via email.

Our Position on Justice, Equality, Diversity, Inclusion and Belonging (JEDI+)

Our mission to design a better future is inseparable from our commitment to diversity, equity and inclusion. Our goal is to address our region's most pressing issues by designing more equitable futures at and across the border. We recognize that the best ideas come from diversity in perspectives, across domains of knowledge, generation, experience, and identity. We are committed to embodying our JEDI+ values in everything we do, which includes Belonging, an outcome of the positive and continuing efforts of JEDI. WDC 2024 is an Equal Opportunity Employer.