Bright Research Group (BRG) is seeking a community engagement coordinator to support research, training, and capacity building projects for our health equity and criminal justice reform work. The Community Engagement Coordinator will be responsible for coordinating community engagement events and community research activities in collaboration with the senior consultant team. BRG is a cutting-edge consultancy based in Oakland, CA. The Community Engagement Coordinator will have exceptional attention to details, expertise and fluency in working with virtual platforms such as Zoom, event planning skills and experience collaborating with complex and diverse teams to implement projects that advance racial and health equity. The Coordinator will collaborate with BRG teams, trainers, clients and communities to execute community research projects and community engagement events such as town halls, focus groups, community meetings, and stakeholder interviews.

Our Work

Our mission is to help social impact efforts become more responsive to the strengths, preferences, and behaviors of target consumers and communities. BRG partners with public agencies, philanthropies, community coalitions, and community-based organizations that are working to re-envision community safety, interrupt the harm caused by incarceration, build racial justice movements and re-imagine policing and law enforcement. Our services include: training and capacity building, community engagement, and evaluation. BRG also facilitates community engagement activities and learning experiences for public systems, including health departments and criminal justice agencies so that they may learn from and align their investments with the needs and strengths of communities. Finally, BRG evaluates the impact of and lessons learned from philanthropic investments aimed at advancing racial justice and health equity.

ROLE

- Coordinate community engagement events to inform alternatives to policing, community safety, and health equity initiatives
- Coordinate focus groups, interviews, pop-ups and surveys with impacted communities
- Coordinate with BRG staff, external facilitators, community based organizations, clients and partner organizations
- Provide logistical support to focus groups, interviews, town halls, pop ups, and community workshops
- Take notes during community engagement and research events
- Manage stipends and compensation for participation in research and event activities
- Develop Eventbrite and websites for community engagement events, in collaboration with BRG training coordinator
- Place surveys on survey gizmo
- Represent BRG in the community and with clients
- Assist with report and PowerPoint production
Qualifications

- Bachelors degree in social sciences or humanities
- Two years of professional full time work experience in the human services or social impact space
- One year of experience planning events, coordinating community engagement events, or other comparable work experience
- Exceptional attention to detail, oral and written communications skills
- Strong commitment to social justice, racial equity, and system’s change
- Proficiency in Microsoft Office suite

Compensation

This is a flexible position. BRG will consider part or full time employment or a contractor for the right candidate- $55,000-$65,000 FTE or competitive hourly rate for contractors.

To Apply

If you are interested in working with us, please send a brief cover letter and resume to admin@brightresearchgroup.com Please include a short description (1-2 paragraphs) of your interests and relevant work experience.

We will be reviewing applications on a rolling basis through January 29, 2021.

Bright Research Group does not discriminate on the basis of race, ethnicity, gender, religion, or sexual orientation and strives to create an inclusive and diverse workplace. People of color are strongly encouraged to apply.