

Position Description

Title: Community Engagement Lead, Texas
Department: Programs
Reports to: National Outreach Manager
Location: Houston, Dallas or San Antonio
Status: Temporary (8 months with possibility of extension)
Schedule: 40 hrs./week
FLSA Status: Exempt

About the Organization

Upwardly Global has supported thousands of foreign-born, skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program to integrate skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

Upwardly Global is a mission-driven organization with ambitious goals of reaching and serving eligible refugee and immigrant professionals to rebuild and restart their careers in the U.S. The Community Engagement Lead will play a key role in building and maintaining a healthy pipeline of new and eligible program participants joining the program, with specific focus on the Afghan community in Texas. Reporting to the National Outreach Manager, the Community Engagement Lead is responsible for the creation, development, and cultivation of relationships across regions of Upwardly Global's operation. The ideal candidate has stellar relationship management and people skills as well as strong community building and presentation skills. The primary goal in this role is to reach and attract eligible newcomers to join and benefit from Upwardly Global's services through community engagement and referral relationships, and support program participants through initial steps of onboarding into Upwardly Global's job-readiness program.

Key day-to day activities could include attending community meetings, networking with local business and community leaders, presenting to referral partners, collaborating with workforce development and immigration agencies, and other outreach activities as identified by the National Outreach Manager.

Essential Duties & Responsibilities

- Create targeted plans to ensure a strong pipeline of potential clients that can be referred to Upwardly Global for services
- Use Upwardly Global's data to identify the most important referral partners and develop a plan to maintain and grow these relationships

- Identify target markets across the state of Texas and develop strategies for developing relationships in the market
- Identify communities in Texas that have a high density of professionals from Afghanistan and craft comprehensive plans for outreach in those communities
- Build partnerships with local community resources, educational institutions, religious organizations, civic organizations, and social service organizations, to host and conduct information training sessions to increase awareness of Upwardly Global brand and program offerings
- Analyze and report on the effectiveness of partner referrals and their impact on overall program recruitment goals
- Work with the Digital Marketing Associate to provide input on marketing campaigns as needed
- Support initial steps in onboarding program participants to the job readiness program
- Participate in outreach team's meetings to streamline, improve or analyzing effectiveness of outreach strategies
- Complete other duties and/or projects as assigned

Knowledge and Skills Required

- Bachelor's degree in a related field required
- Two (2) plus years of related work experience in community outreach strongly preferred
- A professional and resourceful style; unparalleled tenacity; engaging communicator who takes initiative, and is able to connect with new people and organizations
- Established network in newcomer communities or the immigrant social impact space in Texas
- Highly organized with the ability to steer multiple partner meetings with clear outcomes and next steps
- Excellent written and oral communication skills, very strong presentation skills as well as a pleasant and professional tone in email correspondence
- Ability to use data to inform outreach priorities and strategies
- Strong cross-cultural sensitivity
- Salesforce proficiency a plus
- Fluency in Dari, Pashto, Farsi a plus

Work Environment/Physical Requirements

- Requires the ability to travel up to 60% of the time across Texas
- Must be available to work evening events and to occasionally work weekend sessions

Salary Range Disclaimer

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short term disability insurance, life insurance and retirement plan with employer match.



A resource for skilled immigrants.
An opportunity for America.

Salary Range Transparency:

- \$55,000 - \$65,000 USD per year

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

Interested candidates should send a resume and cover letter to hr@upwardlyglobal.org with Community Engagement Lead, Texas in the subject line.