

# Career Opportunity



## Community Engagement Assistant

### *Salary*

\$12.60 - Hourly

### *Department*

Strategic Planning

### *Reports to*

Community Engagement Manager

### *Closes*

Until filled

### **Position summary**

Aid the Community Development Manager with tasks related to the Envision Comanche Park master planning process, as instructed. This could include assistance with meeting and event logistics, advertising, set-up and implementation, general flyer delivery, as well as assistance with components of a resident survey.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conduct door to door resident needs assessment survey of all 271 households at Comanche Park.
- Facilitate survey completion at meetings, events and other opportunities as assigned.
- Assist in advertising all Envision related meetings and events via door to door flyer,

- Assist in set-up, implementation and take-down of all Envision related meetings and events, as assigned.
- Serve as spokesperson(s) for the Envision program by attending and speaking at Resident Association meetings, Envision meetings, and stakeholder meetings, as assigned, in order to promote attendance and participation.
- Actively engage residents throughout the community through one on one and group conversations in order to promote attendance and participation.
- Participate in job training and workforce development workshops, as scheduled.
- Other duties as assigned.

### **Minimum requirements**

Must be a current Public Housing THA resident. Previous work experience is preferred, but not required.

### **To apply**

You may also apply online at **[tulsahousing.org](http://tulsahousing.org)** OR you may submit a resume, cover letter to **[hr@tulsahousing.org](mailto:hr@tulsahousing.org)** OR fax your resume to **918581-5721**.

### **About Tulsa Housing Authority**

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five member Board of Commissioners appointed by the Mayor.

### **Mission statement**

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.