



***Position Description: E3 Alliance Community Engagement Manager***

***Classification: Professional - Full Time, Exempt***

***Direct Supervisor: E3 Alliance Senior Director of Community Engagement***

### **About E3 Alliance:**

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

**Our Core Values:** Collaboration | Data-driven | Equity | Learning | Relentless

E3 Alliance is an equal opportunity employer and has a Best Place for Working Parents 2025 designation for the 5th year in a row.

At E3 Alliance, we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility of working remotely or coming into an office, with some in-person meetings required. All staff must live in the greater Austin area.

### **Job Overview**

E3 Alliance is looking for a **Community Engagement Manager** who is passionate about transforming education systems through authentic and equitable partnership with families, students, educators, and community-based organizations. This role will directly be responsible for developing and maintaining positive relationships with community partners to support educational initiatives. This position includes coordinating events, managing outreach, and fostering collaboration between education institutions and community organizations. This individual will play a critical role in implementing our strategic plan for community engagement across cradle-to-career initiatives in Central Texas. The successful candidate will coordinate and build capacity with our partners in creating engagement activities that deepen trust, increase community ownership, and shift power to those most impacted by educational inequities. The ideal candidate brings strong relationship-building skills, cultural humility, and experience working with diverse communities to drive systems-level change.

### **Duties and Responsibilities:**

### **Strategy Execution and Cross-Team Collaboration**

- Implement E3 Alliance's community engagement strategy across multiple education-focused cohorts.
- Coordinate with internal teams and area partnerships to localize and adapt engagement strategies that align with the theory of change and collective impact model.
- Ensure community engagement practices are embedded in key focus areas: kindergarten readiness, middle school math, attendance, postsecondary readiness, and workforce attainment.
- Collaborate across departments to integrate family and community engagement into all initiatives.

### **Community Partnership and Relationship Building**

- Identify, initiate, and sustain partnerships with families, educators, students, community-based organizations, businesses, and other stakeholders.
- Facilitate ongoing communication and collaboration through listening sessions, family advisory councils, and co-design workshops, utilizing existing structures and opportunities whenever possible.
- Ensure relationships are built on trust, respect, and shared ownership of educational outcomes.

### **Event and Program Coordination**

- Co-create and implement inclusive, accessible engagement events that reflect community needs and input.
- Develop outreach materials and coordinate event logistics with an emphasis on cultural relevance and accessibility.
- Serve as the primary liaison between educational organizations and community partners to support smooth, effective collaboration.
- Maintain a regional calendar of community engagement activities across cohorts and initiatives.

### **Capacity Building and Technical Support**

- Provide coaching and practical tools to schools, districts, and partners to improve family and community engagement practices.
- Lead or support training sessions on engagement best practices, cultural humility, and shared decision-making.
- Help identify and secure community-based resources to strengthen supports for students and families.
- Empower youth and families to influence program decisions and leadership structures.

### **Data and Continuous Improvement**

- Support the collection and interpretation of community input, needs assessments, and engagement metrics.
- Partner with data and learning teams to make insights actionable and communicate findings to stakeholders.
- Document and disseminate promising practices, outcomes, and lessons learned from engagement activities.

### **Communications and Storytelling**

- Develop storytelling strategies that uplift local voices and community leadership across cohorts.
- Ensure consistent, transparent, and culturally accessible communication through multiple formats (e.g., digital, in-person, multilingual).
- Share community impact stories and lessons learned to inspire action and reinforce trust.

### **Qualifications:**

#### **Education**

- Bachelor's degree in education, public affairs, social work, community development, or related field required.

#### **Experience**

- 4+ years of experience in community engagement, organizing, education, or related fields.
- Proven track record of leading community-driven initiatives and building trusting relationships with diverse stakeholders.
- Strong ties in the Central Texas community. In lieu of deep Austin ties, a proven track record of quickly integrating into a new community to facilitate change
- Proficiency with Microsoft Office 365, Zoom, and collaboration tools such as Google Drive
- Experience working with marginalized communities impacted by systemic issues that create inequities.

#### **Preferred Qualifications**

- Degree in social sciences or education or equivalent
- Fluent in Spanish (reading, writing, and speaking)

#### **Required Specific Skills (*List required skills*)**

- Building relationships of trust
- Effective communication skills
- Skilled at collaboration and partnership building
- Facilitation
- Knowledge of equity and inclusion best practices

- Cultural competency
- Data-driven decision making
- Continuous improvement

### **Compensation and Benefits**

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

### **Salary Range: \$75,000 - \$82,000**

- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

**To be considered for this position applicants must complete both of the following steps:**

- [Submit an ACC application](#), includes uploading your resume
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)