Community Engagement Associate (Nest Guild)

Nest is a nonprofit committed to furthering global workforce inclusivity, gender equity, and cultural preservation through responsible development of the global craft sector. Nest is reimagining the future of work and advocating for the interests of overlooked artisan and maker businesses to advance gender equity and deepen economic inclusion for women and vulnerable populations in the United States and around the world. Through a comprehensive suite of programs, Nest supports over 1,500 micro and small businesses as they develop their operations to access meaningful market opportunities and achieve long-term success.

Nest is hiring a full-time **Community Engagement Associate** to support communications and strengthen engagement in capacity building programming designed for the Nest Guild. As part of the Artisan Learning & Development team, this role will support the development and implementation of initiatives that encourage increased engagement in Guild programming. Specifically, the role supports all efforts to increase, diversify, and mobilize our Artisan Guild community to engage in Nest-generated program offerings. This role reports to the Director of Artisan Learning & Development. Specific responsibilities include but are not limited to the following:

**Responsibilities**

**Program Engagement & Administration**
- Provide administrative and communications support for all Guild program initiatives with the aim to increase the accessibility and availability of educational content
- Manage the Guild Facebook account, consistently growing membership and participation
- Assist with organizing engagement opportunities across Guild initiatives such as virtual meet-and-greet or a social campaign highlighting program participants
- Help launch a peer-to-peer mentorship model
- Provide desk research in support of new Guild programming and initiatives including prospective content collaborations, strategic service providers, and/or implementation partners, as needed
- Assist with event planning including organizing meeting logistics, invite lists, outreach efforts, and follow-up for virtual events, as needed
- Serve as an additional point of contact for makers via email communications and fielding inquiries
- Organize the distribution of all Guild-related stipends and speaker honorariums

**Program Communications**
- Ensure timely and professional communication with artisan businesses
- Participate in cross-team collaboration to organize content for the Guild Newsletters
- Draft and promote program impact through initiatives like:
  - Artisan of the month features
  - Artisan Voices blog
  - Program milestones and highlights
- Assist with the creation of marketing materials to support community engagement initiatives and Guild programming generally
- Support the creation and management of email blasts through Mailchimp
Data Management & Reporting
- Manage the upkeep of Guild program-related impact data and field internal requests for data
- Manage all maker-supplied photo assets, testimonials, paperwork, etc.
- Add artisan business leads to Salesforce

Team Support
- Participate in organizational and team strategic planning processes and meetings
- Participate in internal Nest subcommittee meetings
- Represent Nest at externals events

Experience & Qualifications
- Personal qualities of integrity, credibility, and dedication to the mission of Nest
- Prior professional experience that includes support on program implementation within the nonprofit sector, preferred
- Proven networking and relationship-building skills
- Excellent customer service skills including the ability to communicate with both external and internal stakeholders in a clear, courteous, and professional manner
- Ability to manage several projects simultaneously, and adjust to frequently changing demands
- Social media savvy with experience driving engagement through Facebook and Instagram
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Inquisitive and excite to learn and share knowledge to improve Nest programs
- Experience with Mailchimp preferred, but not required
- Minimum of an Associate’s Degree preferred
- Fluency in a second language a plus

Salary and Benefits
Nest offers competitive salaries determined using nonprofit salary rate guides published annually in major US cities. The salary will ultimately be determined based on previous experience and geographic location of the selected candidate, with an expected range between $40,000–$50,000.

Additionally, Nest provides an annual contribution of 10% of your salary directly into a SEP IRA retirement account on your behalf, with no matching required. For full-time employees, Nest provides full medical insurance coverage (medical, dental, vision) and covers 50% of dependents. One vacation day is accrued each month (annual total of 12 days) plus an additional 20 pre-set PTO days are given which include holidays and a one week winter break at the end of December through New Year’s Day. All travel costs, when required, will be covered by Nest.

Instructions for Applying
A resume is not required for this position. Instead, please email kevin@buildanest.org with your interest in applying for the position and we will send instructions for completing your application. The subject line should include your name and the position title.