Community Engagement Associate (Makers United)

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, build sustainability, and strengthen engagement in programming for Nest’s flagship domestic initiative, Makers United. The program is designed to build a more inclusive, vibrant and thriving makers’ movement in the US. As part of the Artisan Learning & Development team, this role will support the development and implementation of initiatives that maximize both recruitment efforts and engagement in both active and prospective Makers United cities across the US. Specifically, the role will focus on both local and national efforts to build investment and participation in the program and help promote key market linkages between participants and Nest’s partners. This role reports to the Director of Makers United. Specific responsibilities include but are not limited to the following:

**Responsibilities**

**Program Engagement & Administration**
- Provide administrative support for national capacity building opportunities
- Assist with ecosystem mapping and survey dissemination processes
- Coordinate and execute community building efforts across Makers United cities
- Help launch a local maker meet-up model across cities
- Assist with event planning including organizing meeting logistics, invite lists, outreach efforts, and follow-up for both virtual and in-person events
- Provide desk research in support of new Makers United programming including help identifying and supporting the stewardship of local funding partners in active Makers United cities, prospective content collaborations, and implementation partners, as needed
- Serve as an additional point of contact for makers via email communications and fielding inquiries
- Organize the distribution of all Makers United-related stipends and speaker honorariums

**Program Communications**
- Ensure timely and professional communication with makers and artisan businesses
- Participate in cross-team collaboration to organize content for program-related communications
- Assist with the creation of customized overviews for our Makers United work in new cities including researching maker and small business statistics
- Assist with the creation of marketing materials to support community engagement initiatives and Makers United programming generally
- Support the creation and management of program newsletters and email blasts through Mailchimp

**Data Management & Reporting**
• Manage the upkeep of Makers United program-related impact data and field internal requests for data
• Manage all maker-supplied photo assets, testimonials, paperwork, etc.
• Add maker leads to Salesforce

Team Support
• Participate in organizational and team strategic planning processes and meetings
• Participate in internal Nest subcommittee meetings
• Represent Makers United 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 and Canva preferred, but not required
• Minimum of an Associate’s Degree preferred

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 nicole@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.