



"GATHER. CONNECT. AFFECT."

COMMUNITY ENGAGEMENT MANAGER

(Approx. 15 hours per week)

Black Tech Nation (BTN) is a social good organization dedicated to creating and growing a black tech ecosystem in and throughout Pittsburgh's burgeoning tech economy. Our motto - "Gather. Connect. Affect." - is our call to action to gather the region's black tech professionals, entrepreneurs, and enthusiasts, connect them with Pittsburgh's tech workforce, and affect the entire tech community through education, policy change, and advocacy; thus, creating a more equitable tech ecosystem in Pittsburgh.

BTN is currently seeking a Community Engagement Manager to join our lively team. The ideal candidate will have over 1 year of community outreach experience and possess the following skills:

THE FOLLOWING SKILLS ARE STRONGLY SUGGESTED:

- A joy for bringing people together and curating culture & community.
- Comfortable communicating with others on a consistent basis.
- Great at forming and maintaining relationships new and existing relationships.
- Proven record of successful social media engagement - creating engaging posts, communicating with social media followers, growing follower numbers, assessing post success, etc.
- Strong written and verbal communication skills; is interested in perfecting copywriting skills.
- Very organized; likes to make clear to-do lists and stick to them
- Is comfortable working in a fast-paced, unpredictable startup environment

PREFERRED SKILLS:

- Technically savvy - comfortable using Google Suite, Mailchimp, Slack, and Trello (we can potentially train you)
- Knowledgeable about best practices for collecting and maintaining membership data
- Knowledgeable about social posting software like Snapseed and Canva
- Graphic and Web design skills

DUTIES WILL INCLUDE:

Social Media Management

- Manage all social media accounts: Twitter, Instagram, Facebook, YouTube, etc.
- Stay on top of social media campaigns beginning and ending on various dates
- Stay on top of social media posts for our company partners
- Managing social media before, during, and after all BTN events
- Follow relevant accounts and report any important things that Executive Director should know in the space.
- Interact regularly with followers, influencers, and the wider tech community on behalf of BTN
- Correspond with Events Director to make sure correct event information is advertised to the community.

Data Collection & Member/Community Engagement

- Gather engagement data about our members and potentially talk about that data to prospective partners
- Keeping track of all press, photos, mentions about BTN
- Communicate regularly to members about their specific needs, goals, on social media.
- Post articles from other outlets to members and social media on a regular basis
- Answering to comments, questions, and concerns via all channels of communication

Content Creation

- Curating the monthly newsletter with the help of the Executive Director and the Marketing Manager
- Assist Marketing Manager with creating content and native articles/posts

Team Duties

- Attend weekly meetings with marketing team and Executive Director
- Attend monthly meetings with entire team
- Attend occasional team dinners with company partners
- Attend all BTN events (if necessary)
- Work with assigned interns (if applicable)
- Other tasks TBD (to be determined)

If interested, please email [**blacktechnation@gmail.com**](mailto:blacktechnation@gmail.com) with the title of this position in the subject line. Please share with us your resume or LinkedIn, and a cover letter detailing any relevant experience.

We look forward to working with you!