



Community Engagement Manager

This person will represent Forest Home Cemetery and work with staff and volunteers to develop and implement initiatives that increase the cemetery's visibility and engagement with the community as a historic site, natural resource and destination for the public. You will need to be self-motivated, enthusiastic, and community driven. Detail oriented with great organizational and time-management skills.

Essential Functions

- Designs, develops, and implements a diverse range of public programs and special events (both free and fee-based) for multicultural and multigenerational audiences, ensuring quality in content and delivery in accordance with the organizations mission and initiatives.
- Maintain a calendar of outreach activities, including tours, yoga and workshops, talks and other events.
- Main contact for volunteers, schedule shifts, confirm tours, recruit and provide orientation.
- Build volunteer pool to include those that help with tours and events, and on landscaping and gravestone cleaning projects.
- Execute and organize events, logistical arrangements, purchase supplies, create and maintain budgets and promote events.
- Responsible for the organization and execution of the Cemetery's signature Dia de los Muertos event.
- Develop new and nurture old relationships with collaborative partners, community groups, local businesses, and civic/cultural institutions through program development.
- Contribute content to social media platforms and email subscribers.
- Work with assistant director on marketing and promotion efforts.
- Lead event committee meetings.
- Primary point of contact for events and collaboration initiatives.
- Oversee Memorial Tree Program – tree plantings, markers and education.

Qualifications

- Proven ability to excel in verbal and written communications, attention to detail, flexibility to multitask and maintain stability under pressure.
- Demonstrated commitment to inclusion, diversity, equity and access
- Must have a valid driver's license and excellent computer skills

Benefits

- Health Insurance – 80/20 Split
- Dental Insurance – 20/80 Split
- Vision Insurance – 100% employee purchase
- Life Insurance - \$15,000 policy – 100% employer purchase
- Paid Sick Time
- Two Weeks of Vacation and 6 Paid Holidays

Work Conditions

- Ability to work evenings and weekends is required
- Ability to lift and carry boxes/tables/ chairs weighing up to 50 lbs.

About Forest Home Cemetery A non-profit since its inception in 1850, Forest Home Cemetery has always welcomed people from all faiths and cultural backgrounds. Its nearly 200 acres provide visitors with a peaceful oasis of gardens, historic mausolea, architecture and ancient trees. Forest Home is the final resting place for the city's most illustrious and notable citizens.

Forest Home operates as a historic site, arboretum and active cemetery, assisting families with traditional and green burials as well as cremation. Unique public tours and events are offered throughout the year, with all proceeds benefiting the Forest Home Historic Preservation Association a 501(c) (3) non-profit organization.