

East Baltimore Research Project (EBRP)

Scope of Work

Position: Community Advisor

Overview:

In 2021, the work and focus of the East Baltimore Research Project (EBRP) will center the following five objectives:

1. **Resident Researcher and Community Support.** Support the capability of trained Resident Researchers to: 1. effectively implement research project initiatives, and 2. leverage the EBRP partnership as an opportunity to respond to the needs of the East Baltimore residents and Baltimore at-large.
2. **Research Design and Data Collection Support.** Aid Resident Researchers and the contracted research firm in the design and implementation of research studies.
3. **Community Outreach, Partnership Development, and Collaboration.** Foster strategic partnerships and collaborations to maximize the Project's reach, sustainability and impact.
4. **Strategic Communications (marketing, branding, and storytelling).** Demonstrate and raise local and regional awareness of promising approaches for applying an equitable, participatory and values-based approach to research design and capacity building practices.
5. **Sustainability Planning.** Proactively plan forward and position for the projects' long-term sustainability and impact.

The role of the community advisor will be to work in partnership with the Casey Foundation staff, hire consultants and partners to support the project's study design and implementation and assess progress toward the project's goals. The community advisor will communicate resident and community-based needs, interests, and perspectives on an ongoing basis to actively shape project strategies and approaches.

Contract Period:

April 1, 2021 - June 30, 2022

Average Time Allocation & Rate:

15 hours per month; \$ 85

Position Reports to: works in unison with other Community Advisors and Project Coordinator

Scope of Work:

- Advise and collaborate with initiative staff (Annie E. Casey Foundation, Urban Institute, and consultants), and resident researchers on study design, including identification of research questions, review of data collection tools and feedback on proposed data collection methods.
- Assist and collaborate to develop and define sustainability goals.
- Plan, develop and execute long- and short-range tasks.
- Research and identify potential funding opportunities in support of sustainability efforts.

- Develop and implement marketing strategies to develop awareness of programs/initiatives.
- Develop, propose, and implement policies and procedures to influence efficiencies.
- Research and network with peer organizations to ascertain best practices and evaluate potential adaptation or organizational fit.
- Serve as initiative champions – leading ongoing community outreach, messaging and engagement efforts and strategies to build community awareness of and support for initiative goals, objectives, and activities
- Liaise between initiative staff and consultants and community stakeholders to ensure that, throughout the initiative, the needs, interests, and perspectives of community stakeholders (including, but not limited to, neighborhood residents) are lifted up and actively incorporated into the team decision-making processes and continuous improvement efforts.
- Participate in routine all-team meetings and retreats
- Participate in and support community outreach, engagement activities and events
- Participate in product and document development (i.e., work plan development, team documents, etc.)
- Maintain regular communication with initiative staff, and fellow team members
- Stay abreast of all team communication and updates regarding the development and activities of the project

Standard Expectations for the Community Advisor Role

- Participate in project team meetings, weekly, including occasional facilitation of discussions (if cannot attend the meeting, follow up with consultant or coordinator to receive an update on discussion and decisions and provide any needed input)
- Be prepared for each meeting by reviewing all relevant documentation prior to meetings
- Review and, if needed, provide input on pre- and post-meeting materials, including agendas, workplan notes from previous meetings, project updates, and resident research materials
- Review project emails and texts with the request for review and response
- Participate in documentarian interviews, twice a year
- Participate in team retreats, twice a year
- Participate in one-on-one check-ins with Casey and consultant, twice a year
- Serve as an initiative champion
- Participate in community engagement/outreach activities as needed (e.g. speak on behalf of Project at an association meeting, stakeholder meeting, potential sponsor meeting, resident event, project event, etc.)
- Document your engagement activity per guidelines outlined in the community engagement protocol.
- Present an overview/summary of your engagement during team meetings.
- Submit timely biweekly timesheet/ activity reports