

Our Mission

To manage and develop properties that empower the communities we serve. Promoting excellence and an ethical, dynamic and rewarding work environment for our fellow employees, while creating value for our clients, partners and investors.

Our Vision

A world where underserved communities have home-grown leadership, self-representation, safety and unprecedented opportunity and access.

Our Brand

A proactive leader and socially conscious urban real estate brand that unites, empowers, and inspires communities to achieve their highest potential.

Our Values

- We believe in leading by example and in delivering results with integrity, excellence, and urgency.
- We believe in working only on projects that are truly important and meaningful to us and the communities we serve.
- We believe that our greatest strength lies in our people, in their wellbeing and in their ongoing personal and professional development.
- We believe in having the honesty to admit when we are wrong and in the courage to change.
- We believe our community involvement enables us to actively live our company's values and communicate the spirit of our brand.

Role Value Proposition

Led by a collaborative group of individuals who largely come from the communities we are proud to serve, over the past 30+ years, Primestor has led a culture that values the team over the individual. As an established pioneer in its space, Primestor's work ethic is very strong because we love what we do, and we are intimately in touch with the impact of our work. Situated in an open environment, every member of our team is part of that driving force of change and success. We have a progressive culture of inclusion and open-mindedness; open about how things are done while balancing a clear measurable goals culture and constantly adaptive approaches. We place a premium on personal autonomy, ideas, and cultural fit with a keen awareness of inclusivity, diversity, and sustainability.



Community Outreach Coordinator

Job Location: Los Angeles (Culver City, CA)

Reports to: Project Manager and Director of Community Outreach

Position Type: Exempt

Job Description

The Community Outreach Coordinator is a vital connector, driving collaboration between the project leadership team and a diverse network of community members, stakeholders, and partners. In this role, you'll shape and implement creative, tailored engagement strategies that maximize outreach impact and foster meaningful relationships. From planning and executing dynamic events to presenting at key community meetings, you'll be at the forefront of elevating project visibility. You'll also work closely with the marketing team to craft compelling collateral that resonates with the audience. By capturing the pulse of community needs and visions, you'll ensure that their voices are heard and integrated into the project. With exceptional communication public speaking, and organizational skills, the coordinator will play a crucial role in ensuring the project's success at every stage.

Key Responsibilities

The Community Outreach Coordinator works with the project leadership team to create and implement community and stakeholder engagement strategies.

Responsibilities include:

- Fostering deep and meaningful relationships with community members, stakeholders and partners.
- Maintaining strong communication with staff from applicable government agencies.
- Preparing and executing community outreach plans/strategies tailored to project needs and timeline.
- Event planning that includes securing meeting space, preparing presentation materials, and procuring equipment.
- Facilitating and presenting at community at-large events to disseminate project information and details on upcoming community meetings.
- Adhering to financial policies and budgets for outreach programs, ensuring efficient use of resources.
- Supporting marketing needs and the creation of collateral and media content in collaboration with Marketing Department.
- Responding to community concerns in coordination with leadership team and emergencies promptly and effectively.
- This role requires flexibility, as the working hours may include evenings and weekends.
- Documenting community engagement processes and procedures to create a replicable model that can be shared and applied to future projects.



Qualifications

- Advanced education or equivalent professional experience in community outreach (e.g., certifications, vocational training, etc.)
- 3 – 6 years of experience in community outreach or similar field
- Proficiency in Excel, Word, PowerPoint and Adobe Suite
- Strong Writing & Public Speaking skills
- Strong work ethic; self-motivated; results-oriented; capable of effective independent judgment
- Strong strategic mindset and the ability to communicate effectively both internally within the company and externally with community members stakeholders and partners

Highly Desirable

- Bilingual in English and Spanish to effectively communicate with a diverse community.

Other Duties

- Provide superior, cooperative, and excellent client interface and service.
- Contribute to the growth of the Company.
- The description noted above is not designed to cover all activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.
- Enhance, cultivate, and add meaning in your own professional and personal skills

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to handle objects or equipment; reach with hands and arms. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to; sit, climb or balance; stoop, kneel or crouch.

The employee must regularly lift and/or move up to [10] pounds, frequently lift and/or move up to [15] pounds and occasionally lift and/or move up to [25] pounds. Specific vision abilities required for this job include the ability to adjust focus, as well as the ability to maintain close vision, distance vision, peripheral vision, and depth perception.



Salary & Benefits

- Salary (\$75,000 – 110,000) depending on qualifications and experience.
 - *The salary listed is an estimate and not guaranteed. A salary offer will vary based on applicant education, experience, skills, abilities, and alignment to market data.*
- 401k plan
- Healthcare, dental, visions coverage
- Mileage reimbursement at the federal rate
- Travel – hotel, airfare, meals paid.
- Vacation

Please email your resume to:
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