

Las Vegas Regional Community Wealth Building Coalition Coordinator

Position Summary

The Coalition Coordinator serves as the primary facilitator, convener, and community liaison for the Las Vegas Regional Community Wealth Building (CWB) Coalition. The position supports coalition leadership, coordinates stakeholder engagement, facilitates meetings, and helps advance coalition priorities through effective communication, organization, and follow-through.

Working closely with coalition leadership, community partners, businesses, residents, and local government representatives, the coordinator helps ensure that coalition activities remain organized, productive, and action oriented.

The coordinator plays a key role in increasing community awareness and understanding of Community Wealth Building principles and their application within the Las Vegas region.

Contract Position - This is a contract position requiring approximately 25–40 hours per month with a salary range of \$30-35.00 per hour, depending on experience.

About the Alliance for Local Economic Prosperity (AFLEP)

The mission of AFLEP is to promote local control of the management and investment of local resources through democratic decision making for the common good. Community Wealth Building at the local level is a key component of that strategy.

Key Responsibilities

Coalition Coordination and Facilitation

- In collaboration with the Executive Council:
 - Coordinate and facilitate bi-monthly Coalition meetings.
 - Prepare agendas, presentations, meeting materials, and follow-up notes.
- Work with Coalition leadership to identify priorities, track progress, and support committee activities.
- Ensure meetings remain focused, productive, and result in clear action items and accountability.

Executive Council Support –

- Coordinate and facilitate Executive Council meetings.
- Develop agendas in collaboration with Council Chair and members.
- Document decisions, action items, and next steps.
- Support the Council in strategic planning and coalition leadership.

Community Outreach, Education and Relationship Building

- Maintain regular communication with coalition members, community organizations, businesses, educational institutions, and government partners.
- Attend relevant community meetings and events when appropriate.
- Recruit and engage new coalition participants and stakeholders.
- Serve as a liaison between coalition leadership and partner organizations.
- Develop opportunities to educate residents, businesses, nonprofits, and public officials about Community Wealth Building principles and strategies.
- Support presentations, workshops, community conversations, and other outreach activities that increase awareness and participation in the Coalition's work.
- Work with the Executive Council to maintain a FaceBook page

Committee Support

- Provide organizational support to coalition committees, including the Government Liaison Committee and future working groups in collaboration with the Vice Chair.
- Assist committees with scheduling, communication, meeting facilitation, and reporting.

Meeting Logistics

- Coordinate meeting locations, room reservations, technology needs, and catering.
- Manage meeting communications, invitations, agendas, and participant follow-up.
- Ensure meeting materials are prepared and distributed in advance.

Administrative and Reporting Duties

- Track monthly work hours and activities.
- Submit monthly invoices and activity reports.
- Maintain coalition records, contact lists, meeting notes, and organizational documents.
- Support reporting requirements as requested by AFLEP and coalition leadership.

Qualifications

- Strong public speaking, presentation, and meeting facilitation skills, with the ability to communicate complex concepts to diverse audiences.
- Experience with community engagement, coalition building, stakeholder collaboration, or project coordination
- Excellent written and verbal communication skills.
- Be a self-starter with the ability to work independently and manage multiple priorities.
- Proficiency with Google Workspace, Zoom/Google Meet, PowerPoint, and basic administrative systems.
- Familiarity of Community Wealth Building principles, local economic development, community development, or related fields, or the ability to quickly learn subject matter expertise.
- Established relationships within the Las Vegas and San Miguel County community, local organizations, and regional economic development issues is preferred.
- Bachelor's degree with at least 5 years' experience

Reporting Relationship

The coordinator works under contract with AFLEP, reporting to the Executive Director and collaborates closely with the Community Wealth Building Coalition Chair, Vice Chair, Executive Council, committee leaders, and community partners throughout the Las Vegas region.

How To Apply: Submit a cover letter (in your own words, please don't use AI) and resume to jodee@aflep.org. Job closes July 8, 2026.