



Community Engagement Coordinator Job Posting

Position: Community Engagement Coordinator

Job Type: Full-time Exempt

Reports to: Director of Operations

General Description: Oversee the day-to-day operations of the Volunteer Program and ensure the implementation and maintenance of Programs. Responsible for recruitment, training, and supervising volunteers. Ensures the growth and success of programs, staff, and volunteers; Collaborates with clients; Maintains all applicable records and program materials. A successful candidate must pass a background check. The Community Engagement Coordinator will be responsible for coordinating and serving as a representative of Special Reach's mission and vision in the community.

Qualifications and Competencies:

- College graduate preferred
- Minimum of 1 year of work experience preferred
- Ethical Practice
- Excellent organizational skills
- Detail oriented
- Excellent written skills
- PowerPoint/Excel/Word/Publisher skills
- Verbal communication skills
- Great computer skills
- Great professional conduct

Essential Duties and Responsibilities:

- Responsible for recruiting, screening, training, assigning and supervising volunteers; providing on-going volunteer trainings and orientations.
- Maintains and updates databases, spreadsheets, and files utilizing various computer software for program deliverables.
- Follow-up, document and expedite actions internally and with clients and vendors when required for the successful program execution.
- Responsible for the growth of Special Reach programs, including recruiting participants, program staff, and other community partners.

- Attend programs (including resource fairs) for administrative and hands-on assistance including some night and weekend events.
- Prepares for all programs including, but not limited to, ordering supplies, errands, preparing participants, staff and volunteer rosters, preparing supply bins, inventory of items from storage unit, etc., setting up/breaking down at event, assisting with volunteer assignments, and fundraising.
- Compliance of established Special Reach standards, policies and procedures.
- Weekly status reports.
- Other duties as assigned.

Physical Requirements:

- Must be able to perform all required job tasks in a climate-controlled office and outdoors exposed to changing weather conditions.
- Must be able to lift and move up to 30lbs.

Compensation Range: \$45,000 - \$50,000 annually

Benefits: Medical, dental, vision, retirement, PTO

Send resume and cover letter via email to vicki@specialreach.org