

Job Description:

**Community Development and Engagement
Coordinator**

Position Title: Community Development and Engagement Coordinator

Hours: Part-Time

Reports To: Director of Operations

Compensation: \$23-25/per hour DOE

Position Summary

The Community Development and Engagement Coordinator will work in partnership with the Community Outreach and Engagement Manager to support the development and growth of the organization. This position is critical to cultivating and strengthening community partnerships and increasing the profile of Family Promise. This position is responsible for executing volunteer opportunities and researching community engagement and grant opportunities.

Qualifications

- 1-2 years of relevant experience
- Strong professional writing and grammar skills
- Commitment to the mission and vision of Family Promise of the South Bay
- Ability to organize time and responsibilities
- Ability to handle work demands/timelines
- Ability to be flexible and deal with changing priorities
- Efficient and accurate with details
- Proven computer skills, including experience using Microsoft, Google Suite (Word, Excel, Etc.)
- Able to work with basic supervision, with initiative, and good judgment
- Ability to handle confidential information with discretion
- Ability to work well within a team
- Ability to communicate clearly and efficiently with volunteers and stakeholders

Responsibilities

Community Engagement

- Meet, communicate, and coordinate with Volunteer Coordinators at partner congregations to foster relationships and help with logistics during host/support weeks and unique needs.
- Recruit, train, and supervise new volunteers.
- Execute volunteer opportunities consistent with the needs presented by the CYP Manager and Case Managers.
- Engage with donors to receive donation drop-offs.
- Communicate regularly with hold site Volunteer Coordinators about upcoming schedules and unique needs.
- Keep new and existing volunteers informed about the organization and volunteer opportunities.
- Initiate donor thank yous and follow-ups.
- Other duties as assigned.

Organizational Development

- Assemble all fundraising and marketing materials.
- Assist Community Outreach and Engagement Manager with any marketing needs.
- Research and execution of grants, as well as communication and partnership with Staff and Operations Team to complete grants.
- Maintain and file paperwork via various media to ensure records are maintained for quick access for staff on a regular basis (i.e. volunteer list, volunteer opportunities, congregation partnership, donors, newsletters, volunteer hours, partnerships, and grant information).
- Organize and take inventory of donations appropriately.

Accountability and Review

3-month probationary period with a performance review, followed by annual evaluations.

Physical Demands, Environmental Conditions, Equipment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disability to perform the essential job functions. Employee is required to: walk and climb stairs; reach with hands and arms; be mobile by moving oneself from place to place quickly and easily; carry and lift; climb hills; bend, stoop or kneel; operate a computer keyboard; able to complete all forms in personal writing; make and receive telephone calls; use copier. Employees will be subjected to outside environmental conditions while conducting various levels of outreach to homeless neighbors.

Contact us to Apply

Please email your cover letter and resume to samantha@familypromiseosb.org