



Community Engagement Manager Job Description

The Youth and Family Center, a proud United Way member agency, is searching for a talented and professional Community Engagement Coordinator to maintain all community outreach activities. The Community Engagement Coordinator will work with the Executive Director to develop and implement neighborhood stabilizing initiatives as well as strategies that increase YFC's visibility within the community. The ideal team player must be self-motivated, enthusiastic, and aware of community resources as well as have experience cultivating internal and external relationships.

Responsibilities:

- Maintain a calendar of outreach activities, including community events, workshops, and other community programs.
- Assess client, needs, preferences and abilities, and develop self-sufficiency plans.
- Record clients' progress and document referrals using YFC's data base.
- Schedule home visits as well as connect clients to needed resources.
- Conduct workshops and client information sessions on various topics that will assist our clients to establish self-sufficiency (i.e. financial literacy, health relationships, connection to community resources and education).
- Assist in the preparation of an annual budget for community outreach activities.
- Effectively recruit and screen volunteers, including the Young Professionals Board.
- Assist in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.
- Assist Executive Director and grant writer with the development of proposals.
- Assist Executive Director with the implementation of marketing, communications, and development plans.
- Track and report performance.
- Additional duties as assigned.

Knowledge Skills and Abilities:

- Knowledge of agency vision, mission, and services.
- Knowledge of social media and other basic marketing platforms.
- Excellent organizational and record keeping skills.
- Ability to pay attention to detail and manage multiple projects at one time.
- Compassionate and able to relate to clients with various needs.
- Ability to communicate professionally and build relationships with coworkers, volunteers, customers, donors, and vendors.
- Proven relationship-building skills to support collaboration and partnership activities.
- Ability to track, analyze, and adjust programs, as necessary.

Requirements:

- Bachelor's degree in social work, communications, marketing, business, or related fields.
- Preferred experience of 2 to 5 years conducting outreach, community engagement, case management and or non-profit fund development.
- Outstanding written communication and presentation skills.
- Strong experience preparing reports.

To apply please send cover letter and resume to: bjones@theyfc.org

No Phone Calls

EOE