



Community Outreach Coordinator Job Description

The Youth and Family Center, a proud United Way member agency, is searching for a talented and professional Community Outreach Coordinator to maintain all community outreach activities. The Community Outreach Coordinator will represent the company and work with the Executive Director to develop and implement initiatives that increase company visibility within the surrounding community. The ideal team player must be self-motivated, enthusiastic and aware of community resources as well as have experience cultivating donor/funder relationships.

Responsibilities:

- Maintain a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities.
- Schedule regular outreach exhibitions in the community and provide feedback on community responsibility.
- Conduct educational workshops on various topics that will assist our clients to establish self-sufficiency (i.e. financial literacy, accessing community resources, connections to education as well as sickle cell awareness and education).
- Develop partnerships to assist in the implementation of support groups.
- Assist in the preparation of an annual budget for community outreach activities.
- Assist Executive Director to nurture new and old relationships with collaborative partners.
- 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 in the cultivation and development of proposals.
- 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.
- Ability to pay attention to detail and manage multiple projects at one time.
- Ability to be flexible and adapt to changing needs and time pressures.
- Ability to disseminate information clearly and concisely.
- Ability to communicate professionally and build relationships with coworkers, volunteers, customers, donors, and vendors.
- Ability to create and sustain positive working relationships at all levels of the agency; internal and external.
- Proven relationship-building skills to support collaboration and partnership activities.
- Ability to track, analyze, and adjust programs and processes 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