

Martin Luther King Jr. Family Outreach Center

Community Engagement Coordinator

GENERAL JOB DESCRIPTION: Under the direction of the Development Manager, the Community Engagement Coordinator is responsible for overseeing all aspects of volunteer participation, including recruitment, training, supervision, and scheduling; assist with special event planning, coordination, organization and promotion; public relations development through community education, involvement and support.

DUTIES AND RESPONSIBILITIES

1. Volunteer Recruitment and Training

- Research and determine volunteer needs.
- Establish relationship with volunteer programs from universities, clubs, civic groups, etc.
- Organize volunteers for the food bank.
- Post opportunities on various volunteer websites.
- Review and prepare appropriate application materials for mailing or website posting.
- Attend and/or present at relevant trade shows, volunteer fairs and organizations.
- Coordinate with staff members regarding inter-departmental needs.
- Review and update volunteer training manual with appropriate changes.
- Update and produce required training materials, handouts, records, etc.
- Review all returned volunteer applications for completion and signatures.
- Complete monthly reports.

2. Volunteer Supervision and Scheduling

- Manage volunteer compliance with policies and procedures.
- Evaluate and document volunteer skills during and after training programs.
- Communicate with Development Manager to determine action for non-compliant volunteers.
- Provide on-site surveys and review of programs.
- Review and coordinate volunteer status with Development Manager; establish “on-call” volunteer list.

3. Event Planning & Marketing

- Coordinate and plan, with Development Manager, fundraising and other events.
- Determine sponsor list of respective event through contacts, past history, interest, etc.
- Ensure efficiency and cost effectiveness through in-kind donations and volunteers.
- Coordinate with center personnel regarding inter-departmental needs.
- Organize community meetings and events, as necessary.
- Create flyers, press releases & other outreach materials as required.

- Develop and maintain relations with media and negotiate pricing for promotional packages.
- Create print, web and radio advertisements; update Face book and website pages.

4. Public Relations

- Develop Public Service Announcements (PSA), press releases, brochures and other public relation materials.
- Must have the ability to contact broad ranges of promotional outlets, print and electronic media to establish a strong support coalition.
- Provide public presentations and demonstrations to potential support groups.
- Contribute to the production of the newsletter and other promotional materials.

REQUIREMENTS/QUALIFICATIONS

- A Bachelor's Degree in marketing, communications, education, community development or related fields is required.
- Position requires initiative, resourcefulness; experience as a "self-starter".
- Knowledge and experience in community organizing—familiarity with community development principles and tools that strengthen community participation.
- Experience planning and facilitating meetings, identifying community needs, working with community leaders and volunteers of diverse backgrounds.
- Interpersonal skills including conflict resolution, consensus building and intuitive listening
- Effective time management skills; ability to work independently and with others to manage multiple tasks with minimal supervision and meet deadlines is essential.
- Proficiency in Microsoft office applications, desktop publishing, database, and spreadsheet software is necessary.
- Strong interpersonal, written, and oral communication skills are required. Must have the ability to effectively prepare and present information to various groups; experience in establishing professional and well-organized communication with partner organizations, stakeholders, community and business leaders.
- Grant writing, project administration and evaluation experience.
- Demonstrate organizational skills, detail oriented with the ability to multi-task and prioritize; proven ability to work well in a team and adapt to changes in environment.

To apply: Please submit cover letter and resume to fgandy@mlkspokane.org