



JOB OPENING ANNOUNCEMENT:

Community Engagement Coordinator

Job Title: Community Engagement Coordinator
Reports to: Senior Communications Manager
Location: Central Los Angeles
FLSA Status: Full-Time, Year-Round
Salary Range: 43,000 – 47,000
Deadline to Apply: May 30, 2019
Expected Start: July 8, 2019

SUMMARY: Reporting to the Senior Communications Manager, the Community Engagement Coordinator will increase Bresee’s visibility among community stakeholders, build relationships between Bresee and partnering entities, and oversee Bresee’s volunteer program, including ongoing volunteer activities and large-scale, one-off volunteer events.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Volunteer Management (50%)

- Recruit, enroll and retain at least 30 senior-aged volunteers by October 2020
- Onboard all new volunteers, including oversight of the application, interview, screening, orientation, training and stewardship process
- Lead monthly volunteer orientation sessions
- Partner closely with program staff on all volunteer activities, and lead compliance with volunteer policies and procedures
- Facilitate program engagement opportunities for Bresee’s Board of Directors, and co-manage Bresee’s Junior Board, including co-leading meetings and serving as the Bresee liaison
- Lead migration of volunteer data to a cloud-based CRM database system, and maintain timely and accurate entry of Bresee volunteer data
- Plan and execute large-scale organization events to drive volunteer engagement, including the annual Backpack Giveaway, Mother’s Day event, Thanksgiving event, Navidad en el Barrio event and community clean-up events, among others

Community Outreach & Engagement (40%)

- Represent Bresee at offsite events and in local community venues to recruit volunteers and other supporters, conduct outreach and build community partnerships
- Ensure smooth communications and mutually beneficial partnerships between Bresee and partnering entities (foundation, government, corporate, nonprofit organizations)

- Support Bresee's communications plan, including creation of quarterly volunteer newsletters and other marketing and outreach materials
- Strategize and execute plans to increase Bresee's visibility and reputation among the local community, and across Greater Los Angeles

Development & Communications Team Support (10%)

- Actively participate in Development & Communications team meetings and activities
- Support Development & Communications team members with projects as requested
- Develop a strategy to support the targeted recruitment of at least 30 senior citizens to serve as volunteers in key programs, in support of Bresee's commitment to intergenerational programming

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

Qualified candidates must:

- Hold a Bachelor's degree from an accredited college or university.
- Have at least 2 years of relevant professional experience in a nonprofit setting, such as special events planning and execution, volunteer recruitment and management, and/or community development.
- Must understand and support Bresee's mission, vision, and values, and have the ability to clearly articulate Bresee's community impact to outside stakeholders.
- Have the ability to connect with diverse types of people and organizations, including individual clients, parishes, schools, businesses, corporations, and government entities.
- Have demonstrated success working with urban youth and families, displaying sensitivity to multicultural issues, and comfort working in a culturally diverse, urban environment.
- Possess outstanding teamwork, interpersonal, and active listening skills.
- Have excellent verbal and written communication skills.
- Have excellent personal organization and time management skills.
- Be comfortable with common computer operating systems, softwares and Internet applications, including Microsoft Office Suite and Google Suite.
- Have a valid driver's license, and possess personal, reliable transportation.
- Willing and able to attend evening or weekend meetings, trainings, and events in various locations across the Greater Los Angeles area.
- Be able to exercise good judgment, discretion, and confidentiality when interacting with stakeholders.
- Follow Bresee's procedures and policies.
- Submit to, and pass, a criminal history background check.

Bi-lingual English and Spanish speakers preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. This job requires frequent verbal and written communication, including the use of a computer, telephone, copier, and fax machine.

WORKING LOCATION: Location is based on a percentage of where work time is spent.

In office 50%, out of office 50%. Indoors 85%, outdoors 15%.

HOURS AND BENEFITS: This is a full-time, non-exempt (hourly) position, with occasional required weekend and evening hours. Benefits include medical and dental plans; vacation, holiday, and sick pay; and 401k-type pension plan.

TO APPLY: Submit cover letter and resume to jobs@bresee.org with the Subject Line: Community Engagement Coordinator opening.