

JOB TITLE

Community Engagement Coordinator

HOURS

Full-Time, Monday-Friday

8:00 am – 4:00 pm (40 hrs./week)

**EPPSON CENTER FOR SENIORS MISSION**

All employees at the Eppson Center for Seniors must display dedication to our Mission:
TO PROVIDE LIFELONG SUPPORT FOR INDEPENDENT LIVING

The Community Engagement Coordinator (CEC) will work to ensure a strong community standing and engagement through developing and maintaining relationships with community organizations, businesses, and individuals. The CEC is accountable for fund development, donor development and retention, event planning, recruitment and support of volunteers and patrons, Loan Closet Support, community networking, and maintaining positive community relations.

QUALIFICATIONS

- Training or experience related to sales, community networking, and/or social marketing
- Ability to relate to people of all ages, ethnic groups, and socioeconomic levels
- Experience or training in fundraising or event planning
- Flexibility in accordance with rapidly changing priorities and needs
- Ability to accurately communicate in writing and verbally
- Knowledge of Microsoft Office programs including Word, Excel, PowerPoint, and Publisher
- Motivation to make positive changes and improve consistently
- Reasonable typing skills
- Must have personal transportation in order to travel within the community
- Strong written and oral communication skills
- Excellent public speaking /presentation skills
- Excellent interpersonal communication skills
- Excellent record keeping skills
- Flexibility to occasionally work evenings or weekend hours
- Ability to work without constant supervision, work under stress, and to deal with people in a variety of situations
- Willingness to ask for help when needed or unclear of what is needed
- Positive attitude toward others and self.
- Ability to lift 50 pounds on occasion

DUTIES AND RESPONSIBILITIES

General

- Works as part of a team to ensure that the agency makes timely and consistent achievements toward the corporation's mission through long-range planning
- Promote active participation by volunteers in all areas of the organization's work
- **Maintain Loan Closet processes and records**
- Ensure compliance with Board policies; seek clarification when appropriate.
- Ensure continuous stewardship of existing relationships
- Keep the Executive Director fully informed of all work in progress, accomplishments achieved, challenges and all-important factors influencing the relationship of the organization within the community

Communications and Community Relations

- Ensure high quality publication and promotion of the activities of the agency, its programs and its goals
- Establish sound working relationships and cooperative arrangements with community groups, businesses, and organizations
- Represent the programs and points of view of the organization to agencies, organizations, and the general public
- **Represent the agency at community meetings and collaborations, including but not limited to task forces, associations, professional and fraternal organizations, social change initiatives, networking meetings, etc.**

Fund Development

- Identify and develop local funding sources, including corporate and individual support, sponsorships, local foundations, etc.
- Research, develop, ask, acknowledge and steward individual and corporate donor relationships
- Develop and coordinate local fundraising events - including recruitment of event sponsors, volunteers, participants, and team leaders
- Recruit, coordinate, facilitate, and motivate a potential external committee of volunteers who agree to assist with local recruitment and fund development efforts

Volunteer and Patron Recruitment

- Develop and implement a volunteer and patron recruitment plan
- Target Volunteer-rich populations for recruitment presentations, media advertising, and word of mouth recruitment
- Represent the agency at volunteer fairs, career fairs, community events
- Target volunteer and patron-rich populations for recruitment presentations, media advertising, and word-of-mouth recruitment

Other

- Respect and maintain confidentiality of co-workers, volunteers, and patrons
- Recognize personal conflicts of interest and take appropriate action
- Represent the agency and the goals of the program effectively to the service communities
- Perform other duties as assigned

Professional Expectations

- Promotes and maintains professionalism within the work environment
- Promotes teamwork and communications across all compartments of the agency
- Prioritizes work appropriately
- Recognizes the need for supervision and seeks advice when appropriate
- Ability to take direction from and be accountable to supervisor
- Works effectively with coworkers
- Appropriately follows established procedures
- Avoids unnecessary interruptions of coworkers
- Maintains grooming and appearance based on the tasks of the day
- Relates to coworkers in a clear and concise manner
- Maintains punctuality and attendance in accordance with supervisor's expectations

RELATIONSHIPS

Supervised by the Executive Director. Works closely and maintains communication with the Executive Director and all other staff members. Communicates effectively, written and verbally, with all staff and patrons.