

EMPLOYMENT OPPORTUNITY

Community Engagement Coordinator

POSITION SUMMARY:

With the Community Engagement Team as support, the Community Engagement Coordinator is responsible for the overall coordination of volunteer engagement activities for the agency, and for coordinating the 10-member Skagit VISTA Project.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

VOLUNTEER & COMMUNITY ENGAGEMENT RESPONSIBILITIES:

1. With Community Engagement and Development teams, support “front door” strategies for community volunteers, in-kind donations and other external relationship management
2. Lead agency volunteer recruitment and coordination strategy, including coordination of the Skagit Volunteer Center and website
3. Coordination of volunteer committees as assigned, such as Volunteer Coordinator Network and Latina/o Advisory Committee
4. Train and support staff who supervise volunteers, and assist agency programs in volunteer project development
5. Support agency communications strategy, including outreach, email and print newsletters, special events, and web-based communications
6. Supervise volunteers and interns, and support Community Engagement Team’s in-kind donation coordination

AMERICORPS*VISTA RESPONSIBILITIES:

1. Act as primary liaison between state and federal national service programs, the agency, project sites and 10-member Skagit VISTA Team
2. Supervise VISTA Leader and assist with member recruitment, placement, progress, technical assistance and professional development.
3. Enroll members and manage data integrity for eGrants online system
4. Provide required progress reporting for each program
5. Provide support for sites (contracts, project plans, VADs, performance measures, reporting, budgeting, billing, training/orientation and partner site visits)

RESPONSIBILITIES FOR ALL PROGRAMS:

1. Provide required progress reporting for each program, and track volunteer hours and other data
2. Write annual grant applications, with support from Community Engagement Manager
3. Develop sustainability materials for job transfers
4. Participate in agency staff meetings, workshops, trainings, as required
5. Other duties as assigned by

QUALIFICATIONS INCLUDE:

Education & Experience

Preferred:

- Bachelor degree in related field;
- Two years’ experience coordinating and supervising volunteers; Or a combination of education and experience providing the knowledge, skills, and abilities
- Bilingual English/Spanish preferred

Required:

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- Demonstrated verbal and written communication skills
- Previous supervisory and/or training experience

Knowledge, Skills, and Abilities

- Documented commitment to volunteer service and an understanding of trends and best practices in volunteer management. Preference will be given to alumni of AmeriCorps, VISTA, Peace Corps or other national service programs, other community service programs, and military veterans
- Proficient in Microsoft Office Suite applications, including Excel, Word, and Outlook, as well as internet/web-based programs and social networking
- Working knowledge of standard office procedures and technologies (telephone, computer, printer/scanner/photocopier)
- Knowledge of how to navigate community resources and ability to work effectively with public and community service stakeholders
- Basic math skills needed for budgeting, payables, and service calculations
- Demonstrated ability to work well with people from diverse cultural, socioeconomic, educational, and experiential backgrounds. Sensitivity to and respect for undereducated adults
- Continued steep learning curve requires diligence and desire to learn
- Excellent organizational skills required to manage multiple sites and members
- Must be comfortable with, and willing to work within, constantly changing bureaucratic lines
- Ability to work a flexible schedule including occasional evenings and weekends
- Ability to work with limited supervision, and as part of a team
- Motivation and ability to develop and maintain positive working relationships with community partners, clients, and co-workers

License(s) & Certification(s)

- Valid driver's license and auto liability insurance required if personal vehicle used for work-related travel.

COMPENSATION AND BENEFITS

Starting wage: \$17.10 per hour plus benefits

Full-Time Position: Monday-Friday (37.5 hours per week)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan
- Employee Assistance Program
- Voluntary supplemental Cafeteria Plan
- Vacation & Sick leave
- 12 Paid Holidays per year
- 2 Personal Holidays per year
- Riverside Health Club discount

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Please provide ALL items requested to the address below. Consideration will be given to application packets received by the closing date and containing (1) a completed Community Action Application for Employment form, (2) your resume, and (3) a cover letter (no more than two pages) which will be considered a sample of your written communication skills, and should include:

- *Required:*
 - A paragraph addressing how this position and/or organization would help you achieve your personal and professional goals
 - A paragraph connecting your resume to the job description
- *Optional:*
 - A paragraph addressing your personal lived experience in the community that would contribute to a diverse and inclusive team
 - A paragraph addressing any of the required skills and experience you may lack, and how you would go about filling those gaps

All complete application packets can be submitted to:

- Employment@CommunityActionSkagit.org, or
- Community Action of Skagit County, 330 Pacific Place, Mount Vernon, WA, 98273

CLOSING: Position is open until filled. Priority consideration given to application packets received by **Tuesday, April 30, 2019**

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements.

Community Action of Skagit County is an Equal Opportunity Employer.

*Application forms and job announcements are available at the above address and at our website,
www.CommunityActionSkagit.org.*