



Job Title: Community Engagement Specialist
Status: Part-Time (20-25hrs/week) Grant Funded through March 31, 2022
Benefits: N/A
Pay: Starting at \$13/hr (pay depends on experience)

Job Purpose

The Community Engagement Specialist establishes We Care's presence in the community with a focus on building and maintaining community partnerships. The Community Engagement Specialist participates in fundraising, social media and awareness activities within the community to increase organizational visibility and supporters.

Primary Duties and Responsibilities

I. Community Engagement

- Represent the organization, when needed, at community and agency events.
- Cultivate and maintain positive relationships within the community to benefit the long-term commitment to our mission.
- Assist the CEO with increasing organizational awareness with speaking engagements and customized presentations to relevant partners and community groups in an effort to increase donations and community involvement (Chamber Meetings, Rotary Clubs, Churches, etc.).

II. Donor Management

- Prepare donor prospecting and research as necessary.
- Create and implement donor campaigns.
- Cultivate relationships with patrons, donors and trustees.
- Coordinate the mailing of donor appeals and develop promotional materials as needed.
- Generate mailing lists.

III. Fundraising Management

- Research and propose new fundraising campaigns to the CEO.
- Assist with all fundraising/special events from inception through execution.
- Provide support to committees and volunteers as needed for special events or other development activities.
- Request sponsorships and donations for fundraising events in-person, via telephone and US Mail.

- Provide necessary information to successfully market and ensure positive public relations for each event.
- Build relationships with other community organizations for potential collaboration of fundraising efforts.
- Seek and cultivate collaborations for initiatives/funding for Project Think Pink and Project New Sight.

IV. Marketing/Social Media Management

- Billboard, newspaper and radio marketing.
- Update and maintain website with organizational information: upcoming events, pictures, patient testimonials, and other relevant news.
- Provide necessary information to successfully market and ensure positive public relations for all events.
- Maintain consistent and professional social media presence using STCC's Facebook and Instagram accounts. Present monthly social media schedule to CEO for approval.

V. Other Duties & Responsibilities

- Interpret agency services and policies to the general public and other health service providers.
- Reports to, and cooperates with, the CEO, in meeting with the objectives and responsibilities of the organization.
- Manage own administrative tasks/duties.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Full Performance Knowledge, Skills, Abilities, and/or Personal Characteristics:

- Demonstrated computer proficiency including word processing and spreadsheet applications (Microsoft Office, Word, Excel, and Power Point).
- Excellent organizational and time management skills.
- Strong oral and written communications skills, including a professional telephone manner and professional business communications.

Minimum Qualifications

- High school diploma required
- Minimum one (1) year of successful fundraising and community engagement experience
- Flexibility in work hours, including some early morning, evening and weekend work.
- Valid driver's license and use of personal vehicle