



## **POSITION TITLE**

PT Community Outreach Coordinator

## **JOB PURPOSE**

This individual will use their public relations skills to promote awareness, find volunteers, and organizes events that benefit the organization.

## **PERFORMANCE MEASURES**

A successful employee will produce positive outcomes in recruitment of volunteers, community awareness, and event coordination.

## **ESSENTIAL FUNCTIONS**

- Organize current events/fundraisers
- Seek out new event/fundraiser opportunities
- Coordinate volunteers to assist in events/fundraisers
- Provide information and knowledge about the organization to the public
- Recruit new volunteer mentors for all programs
- Present at businesses, service clubs, etc.
- Planning, setting up, and working at booths during community events
- Develop print and digital promotional materials
- Oversee design and purchasing of swag materials
- Work closely with Social Media Coordinator
- Create and maintain monthly newsletters
- Implement monthly Match Activities for matches with guidance from the Enrollment and Program Manager

## **Administrative**

- Maintain consistent communication with other staff regarding upcoming events, fundraisers, presentations, etc.
- Attend bi-weekly staff meetings

## **ADDITIONAL FUNCTIONS AND RESPONSIBILITIES**

- All employees are expected to adhere to Companions for Children's confidentiality guidelines to ensure privacy of the families, mentors, and other volunteers in the program and to collaborate with key stakeholders to ensure Companions for Children's mission and vision are at top priority.
- Support the mission, vision, and values of Companions for Children
- Apply personal ethics, honesty, initiative, flexibility, responsibility, and confidentiality in all areas of responsibility
- Possess an enthusiastic, energetic, self-motivated, and detail orientated approach towards work
- Possess strong problem solving and decision-making skills while using good judgement
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with parents/guardians, children, mentors, staff and the Board of Directors
- Actively follow Companions for Children's policies and procedures
- Adhere to Companions for Children's confidentiality guidelines to ensure privacy of the families and mentors in the program.
- Attend trainings as requested by the Executive Director
- Maintain an organized and clean office
- Perform other duties as assigned

*Note: The Executive Director reserves the right to assign or reassign functions and responsibilities to this job description at any time*

## **EXPERIENCE, EDUCATION, AND SKILLS**

- Highly Organized Individual
- Excellent Oral and Written communication Skills
- Experience with Canva is a Plus

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- The employee is occasionally required to reach with hands and arms, stoop, kneel or crouch.
- The employee must occasionally lift and/or carry loads of up to 25 pounds.
- This employee will be required to work outside of normal business hours such as evenings and weekends.
- Employees may be required to work in excess of their regular hours,
- Occasional travel required; mileage reimbursed

## **REPORTS TO**

Executive Director

## **WAGE**

Hourly Pay: Depends on Experience and Skill Set

## **HIRING DETAILS**

- 21 – 30 Hours per Week  
Example Schedule: Tuesday – Thursday, 8am to 4:30 pm
- Paid Vacation and Holidays
- Evenings and Weekends Required, Flex Scheduling will be Utilized

## **HOW TO APPLY**

Email resume and cover letter to Heather Cymbaluk, Executive Director at [heather.cymbaluk@companionsforchildren.org](mailto:heather.cymbaluk@companionsforchildren.org)

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required for the job. Companions for Children will make reasonable accommodations in compliance with the Americans with Disabilities Act.*