



empowering people for social good

Community Engagement Specialist

The Volunteer Center of Washington County is hiring!

We're a mission-driven organization **empowering people for social good** in Washington County. We're looking for someone extraordinary to aid our mission and further our cause.

Our **Community Engagement Specialist** is an integral part of our **Program Team**. He/She/They will help develop and execute meaningful volunteer programs for a wide variety of audiences. This is a full-time position that may include some evenings and weekends.

Here's who we're looking for:

- Someone with a lot of **ENERGY** and **ENTHUSIASM** for doing good!
- A creative thinker. Being able to offer creative **ideas** and **solutions** is key.
- A people-person who is warm, kind and generous. After all, we are in the business of serving others.
- A can-do, team-player attitude. We are a small team with a big job to do, so we *have* to work together.
- A healthy sense of humor will also serve you well as part of this team.

Specific day-to-day responsibilities and expectations:

- Successfully execute current programs like the Do Good Bus, Kindness Kits, Be Bold Workshops, etc.
- Contribute new ideas and thoughtful feedback regarding current programs and new possibilities.
- Take initiative when determining how our various programs can provide meaningful service to our nonprofit members and community at large. Willingness to learn about community issues is key to success.
- Maintain established systems to ensure program planning is thorough, organized and **IMPACTFUL**.
- Smile and laugh often. This is mission critical!
- It's important that you are tech "comfortable". To us, this means that you're confident using email as a tool and working within basic Microsoft and/or Google software packages (*full disclosure, we kinda like spreadsheets*).
- Excellent written and verbal communication skills are appreciated as well!
- Be able to lift 30 lbs. and hike a mile. Some of this job occurs on volunteer sites. Willingness to get your hands dirty!

If you're looking for an opportunity that's **not just a career, but a mission**, please kindly submit your cover letter and resume here:

www.volunteernow.net/hiring