



Community Engagement Manager

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 Manager** is an integral part of our leadership team and serves as the primary liaison between our nonprofit members, community and business partners, and volunteers. This role is responsible for overall management of our pillar programs such as the Do Good Bus, Camp SuperHero, and our Get Connected website portal, which allows us to match volunteers with the right opportunities. This is a full-time position that requires a flexible schedule, including some evenings and weekends.

Here's who we're looking for:

- Someone with strong leadership skills that motivate and inspire.
- Someone who is a strategic thinker and also able to bring their ideas through to fruition.
- A strong communicator who understands the importance of keeping team members and stakeholders informed.
- Someone who is highly organized, and flexible with their work style.
- A creative thinker. Being able to offer creative ideas and solutions is key to linking our member volunteer needs and projects with current programs to insure program sustainability.
- A people-person who is warm, kind and generous. This position will be working directly with our 50+ members, and work to continue to grow this member pool.
- A can-do, team-player attitude. We are a small team with a big job to do, so we have to work together.

Specific day-to-day responsibilities and expectations:

- Partners with the Volunteer Center team on all Yearly/Quarterly Strategic Planning for our Community Engagement programs.
- Develops thoughtful plans and leads the team with the successful execution of our community engagement programs.
- Represents the Volunteer Center at community events and develops relationships with partner agencies, community leaders and volunteers.
- Serves as the key contact for our agency members and leads the Engagement Team's responsibilities for Membership Renewal Process, Membership Satisfaction (August), Onboarding and Member Support and Training needs.
- Assists with event planning and execution.



empowering people for social good

- It's important that you are tech "comfortable" and able to train and support others on our engagement tools
- Excellent written and verbal communication skills are a MUST with this unique position, as he/she/they will be communicating among members, Community Engagement staff, and other Volunteer Center staff regularly.
- 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 resume and cover letter here: www.volunteernow.net/hiring along with available start date, and wage expectations.