



JOB DESCRIPTION

Position Title	Department	Reports to
Community Engagement Specialist	Response & Recovery Programs	Community Engagement Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	TBD

All staff (employees, volunteers and interns of Building Resilient Communities (BRC), in the performance of their respective tasks and duties, are expected to conform to the following:

- Adhere to the BRC “Code of Conduct”
- Interact professionally with other employees, volunteers, interns, clients, partners, and suppliers
- Perform quality work within deadlines with or without direct supervision while understanding the necessity for communicating and coordinating work efforts with other employees, volunteers, interns and organizations
- Assist in maintaining a professional atmosphere while representing BRC

POSITION SUMMARY

The Community Engagement Specialist is primarily responsible for connecting people in the broader community partnerships, and other relevant organizations, and agencies. This position: 1) Coordinates, manages, and oversees all community outreach activities and represents BRC to the public and constituents; 2) Manages the coordination of purchasing, stocking and the distribution of equipment and supplies; and 3) Supervises Warehouse personnel and all community outreach staff.

This position works with the management team to develop and implement initiatives that increase BRC’s visibility within the surrounding community. S/he contributes to the exposure of BRC, including the mission and purpose of the organization. S/he is expected to generate public knowledge and understanding of BRC. It is critical that s/he have a good work ethic reflected by showing up on time and staying until the work is completed. S/he needs to be self-motivated, enthusiastic, and community-driven to take on this exciting role. This position requires someone equipped with a positive attitude and readiness to be a team player. The Community Engagement Specialist must also possess the insight to share information where relevant in order to improve BRC’s effectiveness within the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Maintain a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities



- Develop, manage, and maintain community outreach budget and activities
- Nurture new and old relationships with collaborative partners.
- Develop and cultivate a diverse scope of constituents included in our Ark of Safety Community Engagement programs to include the following:
 - Faith & Community (i.e., Ark of Safety and Christian Disaster Relief Coalition)
 - Small Business (i.e., Women owned, Minority owned, Chamber of Commerce members, nonprofit groups, etc.)
 - Youth (i.e., Specialized Youth Projects, YMCA, Boys & Girls Scouts, Boys & Girls Club, etc.)
- Prepare accurate records and reports on the goals of the outreach plan
- Assist in the organization of special events, including donor/volunteer appreciation events, and other BRC sponsored events
- Schedule regular outreach exhibitions in the community and educate employees on their community responsibility

MINIMUM JOB REQUIREMENTS:

- High School Diploma with 3-5 years of experience in Community Engagement management or possess a Bachelors' Degree in communications, marketing, business or related fields
- Preferred experience 3-5 years within non-profit outreach activities
- Excellent written and communication skills
- Strong experience in preparing reports
- Comprehensive knowledge of social media and marketing platforms
- Detailed-oriented with the ability to manage multiple projects at a time
- Ability to commute to and from worksites throughout the areas assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of sales and marketing
- Comprehensive public relations skills
- Ability to design and implement email and social media marketing campaigns in conjunction with our social media personnel, email contacts, etc.
- Able to either personally design or find an appropriate designer for BRC's Programs' logos
- Ability to speak clearly to generate interest (and, ultimately, execution) in donating to BRC
- Ability to critically evaluate BRC's website in order to optimize its use by the organization
- Must be skillful in computer/scanner use (to convert or transport electronic files) along with updated apps to maximize the BRC's sales and marketing efforts
- Must be self-motivated and skillful in time management
- Have good interpersonal and organizational skills
- Good verbal and written communication skills
- Ability to foster a cooperative work environment



PREFERENCES:

- Bi-lingual (Spanish)
- Possess a reliable vehicle to travel to offsite activities

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____