

WOMEN HELPING WOMEN: JOB DESCRIPTION

POSITION TITLE: Community Engagement Coordinator- Hamilton & Butler

FUNCTION: Responsible for connecting Women Helping Women with the surrounding community. Community Engagement Coordinator will form potential partnerships or methods for engagement with the local community, maintaining a calendar for outreach events and working closely with community partners to plan and execute various outreach events in two counties of agency's service area: **Butler and Hamilton**. New and creative ideas with innovative practices are encouraged and welcomed. The Community Engagement Coordinator works in close partnership with agency leadership, all agency departments, volunteers and community partners.

QUALIFICATIONS: Two (2) years of experience in public relations, community outreach or related field. Strong skills in communication required. Strong interpersonal skills, public speaking and writing skills required. Possesses the gift to work well with diverse stakeholders, prospective and existing partners as well as the ability to inspire team members, and other volunteers with innovative strategies and actions. Must possess a strong and independent work ethic coupled with driven ambition and strong analytical skills. Computer literacy (MS Office, databases, email, etc.) required. Ability to handle confidential information discretely and excellent interpersonal skills to work effectively with agency staff, volunteers and people of all levels in other organizations required. Must be available to attend community events during evening and/or weekend hours.

RESPONSIBILITIES & EXPECTATIONS:

Programming

- Develop and implement outreach and engagement strategies to increase awareness of the agency's mission, vision, and core values.
- Expand community awareness about WHW services and build community partnerships for collaboration.
- Maintain a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities.
- Schedule regular outreach exhibitions in the community and provide feedback on community response.
- Work with Volunteer Manager to organize volunteer support for community event participation.
- Collect data and information for grant reporting focused on events and partners that may increase community access and awareness.
- Coordinate and provide program plans, and help formulate, implement, and maintain community events for diverse ages, interests, and genders.
- Contribute to an annual budget for community outreach activities.

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- Assesses public outreach activities to determine effectiveness and potential areas for improvement.
- Provides information to appropriate individuals and community members regarding programs and services.
- Extends all activities and efforts to engage across 2 counties: Hamilton and Butler. Contributes to team effort by accomplishing related results as needed.

Administrative Functions

- Maintains highly accurate records / reporting systems / statistics and submits on time (e.g. Documentation for WHW, for funders, for partner agencies).
- Maintains information in office in orderly fashion that is usable and accessible to colleagues.

Team

- Establishes and maintains effective and professional working relationships with emphasis on trauma informed approaches.
- Promotes teamwork and cohesiveness among all staff and volunteers and with adherence to modeling agency core values.
- Participates in any additional training and development opportunities provided by the agency.
- Participates actively in supervision, keeping supervisor informed of challenging and/or ongoing issues.

Community Leadership

- Develop and maintain effective, professional, and collaborative relationships with Agency staff, Board, and community.
- Promote inclusive, strength-based teamwork.
- Exercise discretion when representing the Agency and maintain confidentiality in interactions within the community as appropriate.
- Consistently advance the Agency and promote positive public relations.
- Affirms the value of diversity, and is respectful of others through equity and inclusion lens.

OTHER REQUIREMENTS: Provides services and/or performs duties in a manner which is consistent with agency philosophy. All performance with respect to all individuals - both within and outside of the agency - is conducted in a manner which affirms the value of diversity and which is respectful of others in regards to gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation. To facilitate Agency effectiveness, may be expected to take on other duties as assigned. Availability of transportation in order to provide service in the community is required.

ACCOUNTABILITY: Director of Policy & Engagement
HOURS: Full Time
PAY BASIS: Exempt – 45K/yrly

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BENEFITS: As stated in the current Human Resources Policy Handbook
SUPERVISION: None

Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation and promotion of diverse talent at the Agency. In other words, WHW is an equality and equity opportunity employer.

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