

<b>Job Title:</b>	<b>Community Engagement Coordinator</b>
<b>Position Type:</b>	Full-time (minimum 32 hours per week), schedule varies depending on activities
<b>Reports To:</b>	Executive Director
<p><b>Program Summary:</b></p> <p>Project REBUILD, Inc. is a nonprofit organization with a mission to re-engage young adults to create pathways to academic, professional, and leadership opportunities while providing them with the skills and support to set them up for lifelong success. It offers young people between the ages of 16-24 work readiness training using hands-on lessons and academic instruction leading to a high school diploma. The comprehensive program also includes leadership development, community service, case management, workforce development, life skills curriculum, mentoring, and post-program support.</p> <p><b>Position Summary:</b></p> <p>The Community Engagement Coordinator will work with the Executive Director to engage and educate the community about the organization and its goals. This position will be involved in planning and implementing community events or activities led by the organization, will attend community events as a representative of the organization, and will coordinate community fundraising events.</p> <p><b>Responsibilities and Duties:</b></p> <ul style="list-style-type: none"> <li>• Creates an annual outreach plan with specific goals including events attended, events led, volunteers engaged, and fundraising.</li> <li>• Schedules outreach presentations in the community and coordinates with staff regarding coverage and responsibilities.</li> <li>• Work with the Program Manager to coordinate and create recruitment of youth activities.</li> <li>• Develops a consistent presentation outline.</li> <li>• Develops outreach materials and packets.</li> <li>• Helps develop and create material for online campaigns.</li> <li>• Maintains relationships with collaborative partners and cultivates new ones.</li> <li>• Assists in the coordination of service projects and after hours programming for members of the organization.</li> </ul>	

- Attends community events as a representative of the organization with the goal of awareness and educating the general community about the organization and its goals.
- Recruit and manage volunteers for the organization.
- Creates and coordinates fundraising activities throughout the year.

**Qualifications and Skills:**

- Some college with a preferred 2-3 years with a non-profit in a similar role
- Strong organizational skills including the ability to plan effectively, manage time, maintaining an orderly work environment, knowing how to coordinate and collaborate within a team, the ability to lead a meeting, being adept at following instructions, problem-identification and resolution, goal-setting, the ability to meet deadlines, and multitasking
- Proficiency in the use of software programs for word processing, databases, spreadsheets, email, and the internet
- Excellent written and presentation communication skills
- Outgoing and engaging personality with the confidence to interact face-to-face with diverse populations
- Ability to prepare and present oral and written reports on outreach activities including tracking and assessing progress towards goals
- Must have availability to work evenings and weekends as needed

**Conditions of Employment:**

- Strong commitment to the program and helping young people succeed
- Must be eligible to work in the United States and provide necessary documentation legally
- Ability to pass a pre-employment background check, including an FBI Background Check, which includes fingerprinting
- Must accept and agree to abide by the organization's Drug-Free Workplace Policy that includes drug testing
- If the position requires driving organization-owned vehicles, you must have a valid driver's license and meet safe driver criteria established by the organization and our insurance company
- Ability to maintain professional boundaries with vendors, staff, and members

**Benefits:**

Paid Holidays

Paid Time Off

Learn more about:

[Project REBUILD, Inc.](#)

[YouthBuild USA](#)

Project REBUILD, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, expression or identity, national origin, age, disability, or genetics. In addition to federal law requirements, Project REBUILD complies with applicable state and local laws governing nondiscrimination in employment in every location in which we have facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.