



Community Engagement Specialist

Part-Time 20 hours per week

Location: Santa Barbara

\$16.00 to \$20.00 per hour (depending on experience)

Established in 1997, we are a 501 (c)(3) non-profit organization that recruits and coordinates volunteers for the purpose of helping seniors age in place with dignity. Thanks to donors, volunteers, and our valuable staff, we make it possible for our older seniors to maintain healthy human connections and access basic needs, such as food, medical care, and preventive care.

We're seeking a highly personable upbeat self-starter with excellent communication, time management, analytical, public speaking, and creative skills to lead volunteer recruitment, engagement, and retention efforts in the cities of Santa Barbara and Goleta. The position is part-time and reports to the Marketing and Outreach Coordinator. Hours are flexible. This is an outreach position and requires extensive contact with the public, volunteers, and outside partners.

ESSENTIAL JOB FUNCTIONS:

- In collaboration with outreach staff, supports volunteer program goals.
- Leads targeted volunteer recruitment and outreach activities ensuring clear communication, organization, and a positive image of the agency.
- Recruit, interview, screen, train, support, engage, and coordinate ongoing training/educational activities for volunteers.
- Maintains contact/relationships with volunteers and partners.
- In collaboration with outreach staff, identify, cultivate, develop, and maintain strategic relationships with key partners, community collaborators and programs.
- Networks with community groups to strengthen and expand collaborations. These include religious and faith communities; ethnic and cultural groups; health and human service providers; business, education and neighborhood groups.
- Represents CPC at meetings, events, and public speaking engagements; makes public presentations.
- Provide input in the development of program brochures and outreach materials, oversee their production, and ensure they are distributed widely.
- Facilitate advisory committee meetings takes notes to share with immediate supervisor.
- Reviews and oversees the tracking of all volunteer files - ensuring background checks are completed and kept updated and secure. Supports Volunteer Program goals/objectives.
- In collaboration with the Marketing and Outreach Coordinator, ensures the Volunteer Program is well marketed throughout various mediums.
- Assists with various administrative, fund development, media, and program functions as may be requested.
- Other duties as directed by the Executive Director or her designee.

Disclaimer: The information presented indicates the general nature of work expected. It is not designed to contain, nor be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of this job.

Skills and Abilities:

- Strong communication skills: oral and written;

- Excellent interpersonal and public speaking skills;
- Exceptional time management, problem solving, and organizational skills;
- Ability to network among all community groups;
- Sales and client cultivation experience may substitute for volunteer recruitment experience;
- Collect and interpret volunteer program data;
- Enthusiasm for working collaboratively on senior issues;
- Commitment to greater than 40% on-duty time spent of out-of-office leading and conducting volunteer outreach and recruitment activities;
- Knowledge and ability to use a computer, office software (Word, Excel, PowerPoint, Outlook);
- Bilingual (English/Spanish) preferred, but not required.

Education and Experience:

BA/BS degree or AA degree in an area related to the objectives of the program is desired.

Other Considerations:

- Activities will require the incumbent to travel within CPC's service area.
- Saturday or Sunday hours are required on occasion. No more than 20% of time.
- The incumbent represents the agency and as such is expected to dress professionally when visiting outside agencies, at meetings, when making presentations, at public speaking engagements, and when engaging with the general public.

PHYSICAL DEMANDS

- Typically, may sit or stand for extended periods of time.
- Operates a computer keyboard, printer, copier, fax machine, projector.
- Communicates over the telephone, e-mail, and in person.
- May lift, carry and/or move objects weighing up to 20 pounds.

SPECIAL QUALIFICATION

Professionalism coupled with patience and evidence of a sensitivity to and understanding of the special needs of the elderly aging in place. Ability to convey emotions, especially compassion, when speaking with clients and volunteers.

Questions regarding this position can be directed to the Executive Director at 805-925-0125. Download job application at www.partnersincaring.org under the Employment tab.