



Community Engagement Coordinator Job Description

REPORTS TO: Chief Executive Officer (CEO)/Director of Strategic Marketing and Community Engagement

DESIGNATION: Full-Time Non-Exempt

PRIMARY RESPONSIBILITY: Support community engagement with a focus on mission awareness and volunteer recruitment.

ESSENTIAL RESPONSIBILITIES & DUTIES:

- Maintain a flexible schedule averaging 40 hours weekly to support organizational needs, scheduled events, and special projects. Availability for occasional weekends and after-hours events is required.
- Assist in the establishment and management of recruitment and outreach events in the Galveston County Community.
- Will seek presentation opportunities with the support of the Strategic Marketing and Outreach Manager to provide information to potential volunteers and stakeholders. (This would include setting up a table of information, being present to answer questions, and to document for follow-up)
- Present information about CASA to potential volunteers at information sessions and other recruitment events as assigned.
- Assist in the preparation of recruitment events, ensuring that communication materials are well stocked and relevant for the focused audience.
- Coordinate volunteer participation for outreach initiatives through email communications and Signup Genius.
- Maintain and update a database of potential community partnerships, including contact information and status updates.
- Maintain a log of events (including: time, date, event location, and any notes such as flyer placement and/or contacts made) as directed by supervisor.
- Provide follow-up support for event attendees as directed by supervisor.
- General office support as needed including assisting Marketing and Outreach with Newsletters, Flyer creation and any other tasks that are assigned.
- Dress and present in a professional manner as outlined in the Employee Handbook.
- Attend staff meetings as required.

OTHER RESPONSIBILITIES

1. Maintain marketing and outreach materials and serve as the primary point of contact for related inquiries and coordination.
2. Assist with ordering promotional materials and educational resources as needed.
3. Support the tracking and inventory management of promotional items and outreach supplies.
4. Assist the Recruitment and Training Lead with creating and managing Information Session events on Facebook.
5. Capture photos and videos at outreach and recruitment events for use on social media platforms and promotional materials
6. Additional duties as required

KNOWLEDGE, SKILLS, & EXPERIENCE

- High School diploma and minimum age of 21.
- Complete pre-service volunteer training upon hire to gain knowledge and understanding of the CASA mission.
- Good communication and public speaking skills
- Maintain confidentiality
- Available for flexible hours including nights and weekends
- Knowledge of database management
- Excellent organization skills and ability to multi-task in a fast-paced environment
- Clear criminal background

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

I have read and understand this job description. My signature below indicates my agreement to perform required duties and to meet organization goals and metrics.

Employee Signature

Date

Strategic Marketing and Outreach Manager

Date

Chief Executive Officer Signature

Date