

Job Title: Outreach Coordinator

Purpose: The Outreach Coordinator will provide organizational support for all community supported events and outreach initiatives while upholding the mission statement of SSCO.

Reports to: Executive Director of Stevens Square Community Organization

Activities: The Outreach Coordinator is responsible for the following:

- Staff and support the Community Engagement Committee
- Volunteer recruitment and coordination for events, committees and projects.
- Assist in the implementation of fundraisers
- Keep archives on events and projects
- Track donations, sponsorships and resources available to volunteers
- Compiling and sending the monthly e-newsletter
- Database management
- Attend events and meetings (includes evening and weekend hours)
- Assist with promotion of events; e.g. press releases, social media sites, etc.
- Implement independent outreach projects
- Assist the Safety Coordinator with assigned duties
- Any other duties as assigned by the Executive Director

Qualifications: The Outreach Coordinator should have the following qualifications:

- High school diploma or G.E.D required
- Excellent verbal and oral communication skills including note taking
- Organizational skills
- Ability to work independently while being a team player
- Ability to handle high stress situations
- Volunteer experience and/or volunteer recruitment
- Event planning and neighborhood experience a plus

Time Commitment: The volunteer coordinator will be a part-time position that may work between 10-15 hours a week. The amount of hours worked will be variable depending on events and outreach activities.

Pay Scale: The expected pay range will be from \$10.00 to \$12.00 an hour.

Benefits: This position offers no health or vacation benefits. However, there is great flexibility in the amount of hours worked as well as when and where they are performed.

If interested in learning more please contact Steven Gallagher, Executive Director, at:

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