



Community Engagement Coordinator Position Announcement

The PLACE ignites the potential in youth to exit homelessness and create self-determined, fulfilled lives. Our vision is that all Colorado youth have safe housing, supportive relationships, and the opportunity for self-sufficiency and success.

We are looking for people who, like us, believe that every young person deserves a place to belong. We think it takes all kinds of people to create diverse solutions to end youth homelessness and we are on a committed journey to build an inclusive and equitable work culture that brings out the best in everyone. The young people who rely on our mission often face racism, sexism, homophobia, transphobia, and ableism. A better future for under-served youth means a better future for us all. Together, we build dreams, solve problems, and seize opportunities that help young people move forward. If this interests you, please continue reading.

The PLACE is looking for a Community Engagement Coordinator to join our team and help elevate our organizational profile across our service area. The Community Engagement Coordinator provides guidance, oversight, and leadership to The PLACE's volunteer programs and through that role, interfaces with all departments and teammates. Oversight of all volunteer functions is the primary focus of this position including recruitment, training, supervision, and ongoing compliance. The Community Engagement Coordinator also serves as an organizational liaison to the community in order to cultivate volunteer support for The PLACE while also helping to increase general awareness about The PLACE's mission.

Our Community Engagement Coordinator will:

- Assists in determining volunteer needs on an ongoing basis, coordinating with the programs and administration teams.
- Provides excellent customer service and maintains excellent communication.
- Trains and leads individual volunteers and community groups across all programs and facilities.
- Assists in determining needs for special activities for all departments within the organization.
- Assists with scheduling volunteers and maintaining schedules. Checks schedule for volunteer gaps and cancellations.
- Acts as liaison between volunteers and the Program Managers as needed.
- Informs volunteers of all volunteer policies, procedures, and standards pertaining to volunteer service through communications, trainings, and working interactions.
- Leads orientation, safety training, and refresh and retraining for all volunteers.
- Communicates and demonstrates all updates and process changes.
- Promotes The PLACE's mission with volunteers, in conjunction with the Development Department staff. May attend volunteer fairs, conduct presentations, or participate in other outreach efforts.
- Explains program activities and volunteer roles/needs of The PLACE to volunteers.
- Trains staff on how to work with volunteers. Delegates volunteers to different staff areas and ensures that staff are comfortable running their own volunteer projects.

- Mentors and coaches volunteers in the performance of their duties. Addresses issues in a timely manner and communicates any necessary feedback with Development Director and/or Chief Executive Officer.
- Participates in organizing and executing volunteer recognition programs.
- Maintain accurate service records and the volunteer database.
- Provides timely statistical and activity reports on volunteer participation for internal and external use, as required.
- Assists with providing written content for quarterly print newsletters, and monthly e-newsletters.
- Network in the community; build relationships; invitations to more collaboration and giving opportunities.
- Work with businesses that volunteer to build partnerships and philanthropic relationships.

Our Community Engagement Coordinator will bring:

- ✓ A love for our mission.
- ✓ Demonstrated experience managing a diverse team to include professional development and mentoring.
- ✓ Positivity and kindness.
- ✓ Excellent communication skills across a wide range of constituents and stakeholders.
- ✓ An understanding of the effects of trauma and the tenets of trauma-informed care.
- ✓ The ability to successfully navigate a fast-paced environment with an entrepreneurial flare.

Minimum qualifications:

- ✓ Associate degree or bachelor's degree in nonprofit management, education, social work, business, management, or other related field of study or equivalent work experience preferred. Significant relevant experience may be considered in lieu of formal education.
- ✓ 2+ years leadership experience in a nonprofit, government, or philanthropic organization, managing multiple programs or contracts ideally in a human service field serving diverse, low- income populations.

Preferred qualifications:

- ✓ Experience building/managing staff.
- ✓ Experience working in human services.
- ✓ Experience working with homeless or disadvantaged teens and young adults is strongly preferred.

Does this sound like you?! If so, continue to our benefits:

Salary range is \$42,000-\$47,000. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, experience, education, specialty, and training. The above hiring range represents The PLACE's good faith and reasonable estimate of the range of possible compensation at the time of posting.

The PLACE offers some of the best coworkers you will ever have along with comprehensive medical insurance (with the lowest cost option being \$0 to the employee), dental and vision insurance. Flexible Spending accounts are also available as well as a 403(b)-investment option and life and disability insurance. In addition, a robust paid time off policy allows team members to take care of themselves so that they can bring their best to our mission.