

Position Title: Community Engagement Coordinator – Shelby County Focused
Type of Position: Full-time
Supervisor: Executive Director

What drives you?

Are you a natural leader who believes in the power of helping others realize their impact? The mission of Big Brothers Big Sisters is to create and support mentoring relationships that ignite the power and promise of youth. The Community Engagement Coordinator will recruit volunteers to facilitate lasting and life-changing relationships that help youth achieve their full potential.

Job Description Summary

This full-time position is designed to be a public-facing role that recruits new volunteers, facilitates meaningful events for community-based mentors and mentees, maintains healthy relationships with clients and community members, executes high-quality case management, assists with site-based programs, and assist with fundraising efforts.

Responsibilities

- Ensure child safety at all times.
- Utilize Matchforce as a real time workflow tool.
- Maintain written and statistical documentation in a professional and timely manner.
- Perform all duties in compliance with National standards; and agency policies, procedures and practices.
- Consistently increase enrollment through innovative and strategic initiatives.
- Appeal to local businesses and community members to gain new volunteers.
- Plan and execute recruitment-centered events.
- Plan and execute impactful events for mentors and mentees that facilitate healthy relationships.
- Coordinate with the Big Brothers Big Sisters Shelby County School Liaison to enhance agency programming and recruitment efforts.
- Complete interview, enrollment, intake, orientation, training, client support, and match support in compliance with agency and National standards.
- Match volunteers with child applicants in a manner that strongly considers all parties' requests from a cultural, gender, race, religious, etc. standpoint and that enhances the BBBS relationship.
- Provide community resources and referrals to all served families expressing need, when possible.
- Cross train and be willing to assist other BBBS staff with community-based and site-based programming in both Shelby & Darke County, when needed.
- Collaborate with the BBBS team, board, schools, and partners.
- Assist with fundraising event tasks and attend fundraising events.
- Collaborate with the Executive Director to carry out the strategic plan.
- Other duties as assigned.

Qualifications

- Bachelor degree in a youth, human services, or a related field; or an associate degree plus four years of relevant work experience; or a minimum of eight years of relevant work experience.
- Experience working with a diverse population, with sensitivity to differences in culture, gender, sexual orientation, religion, race, age, and neurodiversity.
- Volunteer recruitment & retention.
- Strong verbal and written communication skills.

- Strong organizational skills.
- Ability to work effectively in a dynamic environment.
- Ability to work independently and as a team.
- Ability to maintain a good working schedule that allows for the completion of daily responsibilities.
- Ability to come to work ready to meet the day's goals and tasks
- Ability to be punctual
- Committed to continuous quality improvement.
- Willingness to learn how to utilize Matchforce as a daily workflow tool
- Willingness to grow as a leader.
- Experience with Microsoft Office and Google Workspace.
- Reliable transportation, as travel is required.

Benefits:

- IRA matching
- Dental insurance
- Life insurance
- Short-Term & Long-Term Disability Insurance
- Paid Time Off
- Flexibility in the Work Schedule
- Mileage Reimbursement
- Cell Phone Stipend

Inclusiveness Statement: As an organization dedicated to inclusiveness, BBBS of Shelby and Darke County values and celebrates the diversity and individuality of every child, volunteer, employee, board member, family, and community partner.

Equal Employment Opportunity

BBBS strives to make all personnel decisions without regard to race, creed, age, color, religion, national origin, ancestry, citizenship status, gender, gender expression, marital status, sexual orientation, veteran status, disability, arrest record, or any other protected class as required by applicable law. All employees are expected to actively support these principles and objectives in our work environment and with others with whom we come into contact.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties as assigned.

To apply, please send your resume to info@bigbrobigsis-shelbydarke.org