



POSITION DESCRIPTION

Mission

To provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better

Position Title: Community Outreach Specialist
Reports To: Director of Community Outreach

Department: Development & Marketing
Hours: Full-Time

Some evenings

and weekends

FLSA: This position is considered to be Exempt for overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA).

Position Summary: Under the supervision of the Director of Community Outreach, the Community Outreach Coordinator is responsible for working with community organizations and schools to recruit volunteer mentors and youth into our programs by delivering presentations, promoting BBBSAZ in the community and developing agency recruitment events.

Essential Duties and Responsibilities:

- Plan and complete presentations to recruit mentors and youth at companies, faith-based organizations, community groups, schools and at community / agency events.
- Execute adult and youth recruitment efforts to meet outcome goals for specialized site and district needs
- Identify potential volunteer-rich companies and groups for recruitment opportunities; communicate leads and attend partnership meetings with Director of Community Outreach.
- Lead efforts to ensure opportunities to host BBBSAZ info tables at volunteer fairs and community events are managed effectively.
- Seek opportunities to include BBBSAZ info in corporate / community publications, websites, social media and other forms of communication.
- Manage volunteer opportunity postings on various online portals.
- Conduct thorough follow-ups to answer questions and seek applications after all recruitment activities are complete.
- Offer alternative involvement options for volunteers / groups to engage in agency events and Think Big activities.
- Track and report all recruitment activity details.
- Work closely with Development, Marketing and Program Departments to meet all agency strategic goals
- Other duties as assigned

Skills, Education and Knowledge:

- Must possess a minimum of Associate degree from an Accredited University.
- Must have strong public speaking ability to effectively deliver professional presentations in front of small and large groups
- Must have excellent interpersonal skills and be comfortable meeting / interacting with new people
- Must have high level of organizational skills

- Must be willing to work weekends and evenings as required
- Must have reliable form of transportation and willing to travel as required
- Must be willing and able to work with diverse populations
- Sales / Marketing / Communication focus

Agency Core Values:

Ability to demonstrate, understand and apply our workplace values listed below. These are embedded in all roles and responsibilities, and will be considered during all aspects of employment.

- **We Ignite Potential**
 We bring out the best in our Bigs, Littles & Families, Staff & Community
 We talk beyond today
 We believe in what’s possible
 We focus on sustained positive outcomes for youth
- **We are Ambitious**
 We promote collaboration
 We take initiative for our own growth and hold ourselves accountable
 We are innovative; creative in thought and problem solving
 We provide opportunities for youth to thrive
- **We are Committed to Greatness**
 We are Customer Service focused ALWAYS
 We are agile and can change gears comfortably
 We keep safety in the forefront
 We offer solutions, not excuses
- **We Fuel Diversity**
 We are committed to equity and inclusion
 We honor everyone as individuals
 We create an atmosphere of respect and acceptance
 We develop programming that reflects our community

Time Required: *(Time period the classification is typically expected to perform as a fully trained employee)*

- All new employees shall observe a 90 day introductory period.

Travel Requirements:

- No out of town travel required
- Regular local travel
- Must have reliable transportation

Work Environment/Physical Requirements: *(Specific work place conditions and/or physical abilities that are related to and/or required by this job)*

- Moderate lifting, not to exceed 20 pounds, may occur from time to time.

Equal Employment Opportunity

BBBSAZ provides equal employment opportunities to all qualified individuals without regard to race, religion, national origin, color, gender, marital status, sexual orientation, gender identity, veteran status, or disability. BBBSAZ will comply with all federal, state and local anti-discrimination laws.

Americans with Disabilities Act

Applicants, as well as employees, who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSAZ may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:

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