



- I. **Title:** Community Engagement Coordinator
Reports to: Events & Corporate Relations Manager
Location: Birmingham, AL
Status: Exempt, Full Time
Salary Range: 38,000-41,000 plus benefits

II. **SUMMARY:**

The Community Engagement Coordinator will coordinate the Community Food Bank's Volunteer Program and act as liaison with key partners. The coordinator works to maintain, strengthen, and grow a robust program designed to recruit and retain volunteers. This position leads the coordination of volunteer-related activities and seeks opportunities to grow volunteer engagement by developing relationships with area employers, organizations, and other entities. The Community Engagement Coordinator is responsible for managing all traditional and virtual food and funds drive activities in partnership with community entities and collaborating internally with teams and departments to facilitate successful event logistics. This position reports to the Events & Corporate Relations Manager and works in collaboration with Operations staff and other Development staff. A collaborative approach is vital.

III. **BACKGROUND:**

We believe no one should go hungry and that there is a solution to the problem of hunger in Alabama. The Community Food Bank of Central Alabama feeds people in need today and fosters collaborative solutions to end hunger tomorrow. We serve 12 counties in central Alabama: Jefferson, Blount, Calhoun, Cherokee, Clay, Cleburne, Etowah, Talladega, Shelby, St. Clair, Walker and Winston Counties. In 2020, we distributed over 21.9 million lbs. of food to over 428,400 unique individuals.

We accomplish our mission by providing food to over 255 partner agencies, including food pantries, shelters, and children's programs, who offer direct service to our neighbors in need. To fill the gaps, both geographically and demographically, we also offer programs to serve specific populations vulnerable to hunger.

IV. **DUTIES AND RESPONSIBILITIES**

VOLUNTEER CULTIVATION & COORDINATION

- Cultivate positive, long-term relationships with corporations, churches, civic organizations, and individuals to recruit and sustain a core base of volunteers.
- Volunteer Coordination including scheduling groups, greeting, and interacting with volunteers, entering volunteer data Salesforce, tracking volunteer hours, and managing recognition programs.
- Create and post volunteer information on social media outlets – Facebook, Instagram, Twitter, and LinkedIn. Submit volunteer information and photos to area newspapers.
- Create, produce, and distribute client and volunteer stories both in written and video formats.
- Produce volunteer outreach materials.
- Update and maintain the Volunteer Manual, ensuring compliance to all rules and regulations for volunteers' participation. Ensure volunteer compliance with safety guidelines.
- Collaborate with operations and programs staff to set up and break down of volunteer areas in the warehouse and at distributions as needed. This will include use of pallet jacks and moderate lifting.
- Assist with Mobile Food Pantries by recruiting volunteers and promoting in both social media and traditional media.

Food and Fund Drives

- Manage community partnerships to include research, stewardship, on-line Peer-to-Peer Fundraisers, food and fund drive requests and other community engagement activities.

- Coordinate community/organization partnered food and fund drives by assisting donors with planning of the details, creative suggestions, and ideas (i.e., provide marketing materials, boxes, posters, flyers, etc.) to maximize food/funds collected for the Foodbank and its member agencies.
- Work cooperatively with operations team to facilitate food/fund drive logistics.
- Coordinate events related to food and fund drives to include the National Association of Letters Carrier's Food Drive, Statewide Legal Food Frenzy and others.

OTHER

- Implement digital/social marketing strategy and create content across all platforms used by CFBCA (e.g., Facebook, Twitter, Instagram, YouTube, Web, Linked in)
- Assist the Individual Giving Coordinator with data entry support as requested.
- Conduct public presentations, informational booths, and/or tours of the warehouse with community groups.
- Additional responsibilities as assigned.

V. QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university.
- Experience in volunteer organization/ public relations

SKILLS AND ABILITIES

- Excellent public speaking skills in a variety of settings
- Must have excellent time management skills and ability to multi-task.
- Excellent customer service and relationship building/interpersonal skills.
- Excellent communication skills (written and oral).
- Ability to self-start, work independently as well as work effectively in a team.
- Outgoing and communicative by nature.
- Proven ability to motivate others and foster an energizing, cooperative environment.
- Capable of maintaining multiple accounts including completing follow up correspondence on a consistent basis.
- Strong organizational skills with an attention to detail and accuracy.
- Proficiency using databases and Microsoft Office Professional Suite.
- Valid Alabama driver's license and vehicle insurance.

VI. ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to process information through a computer system.
- Ability to communicate with diverse constituents and staff.
- Ability to read, count, and write to accurately complete all documentation.
- Ability to lift 45 pounds.
- Ability to drive motor vehicles and operate pallet jacks.
- Ability to: walk, sit, squat, bend, twist, and reach at various heights above and below shoulder level, push or pull; lift large, heavy, awkward objects while maneuvering in a confined space.
- Ability to work in a warehouse climate in extreme temperatures between -10 to 100 degrees F
- Ability to work varied hours/days to oversee responsibilities.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees will follow other instructions and perform other related duties as required.

Community Food Bank of Central Alabama is an equal opportunity employer and provider.

This job description does not constitute a contract.

I have read the above job description. I meet the qualifications and can perform the duties as described.

Applicant Signature

Date