



Building Capacity of Local Nonprofit Organizations

Position: **COMMUNITY OUTREACH**

Salary range: \$15.50 to \$18.50 per hours

Part time: 10 hours per week

Purpose: Strengthen local nonprofits by building relationships and connections, identifying gaps in service, and communicating resources available

The ideal candidate is an outgoing, high energy, self-motivated individual, with a positive attitude.

Responsibilities include:

- Demonstrates commitment to strengthening local nonprofit organizations
- Reaches out to the nonprofit community, identifying, and conducting meetings with leaders
- Recruits, trains, orientates, supervises, and schedules volunteers to increase outreach impact
- Develops goals and objectives with measurable results
- Identifies and participates in key community events
- Participates in special projects and performs other duties as assigned.

Desired Skills:

- Experience managing volunteers
- Exceptional interpersonal skills.
- Action and results oriented
- Possess basic technological and administrative skills.
- Strong written and verbal presentation skills.
- Experience with social media
- Exceptional organizational and planning skills.
- Good understanding of Microsoft Word, and Excel
- Flexible schedule to attend some evening or weekend events

Possession of a valid Illinois Driver's License, proof of automobile liability insurance and own transportation are required for this position. Work may require physical strength and stamina in lifting, standing, bending, pulling, and pushing.

Email resume, cover letter, and two references to info@volunteercentermchenrycounty.org