

# GROVE CHRISTIAN OUTREACH CENTER

## ORGANIZATIONAL MISSION

Grove Christian Outreach Center is a faith-based nonprofit organization whose mission is to minister to the physical and spiritual needs of the poor and disadvantaged in the Grove community of James City County. Our vision is to extend the Kingdom of God by building relationships within the community by being involved in all aspects of community life, and showing the love of Christ in meeting practical, everyday needs of those in the Grove community. We accomplish this by providing food, clothing, financial assistance, school supplies and Christmas gifts in the name of Jesus and by shining His light and love into the lives of those we serve.

**JOB TITLE:** Community Engagement Coordinator

**GENERAL JOB DESCRIPTION:** This is a full-time position. The position will be responsible for all aspects of volunteer management including recruitment, orientation, training and scheduling. In addition, responsibilities will include oversight of special events, social media campaigns and community engagement. This position will also work with the Executive Director to oversee the development and implementation of a community awareness campaign.

## MAJOR DUTIES AND RESPONSIBILITIES:

- ❖ Development and management of a GCOC volunteer database
- ❖ Coordinate with GCOC staff for appropriate volunteer recruitment and placement
- ❖ Volunteer orientation preparations and presentations
- ❖ Schedule and conduct volunteer training opportunities
- ❖ Volunteer appreciation events and recognitions
- ❖ Overall Volunteer Management
- ❖ Development and promotion of the Grove Trotter Box Program
- ❖ Organizing and planning donor appreciation events
- ❖ Develop and manage regular donor recognition campaign
- ❖ Development and management of social media campaigns to include fundraising activities
- ❖ Assist with speaking engagements, check presentations, tours and representation at community resource fairs

## REQUIREMENTS

- ❖ Ability to coordinate events and adhere to deadlines to meet set goals
- ❖ Excellent organization skills
- ❖ Proficiency in Windows, Microsoft Office Suite
- ❖ Ability to relate effectively with staff, volunteers, GCOC guests and the general public
- ❖ Valid Virginia Driver's License

## SPECIAL REQUIREMENTS

- ❖ Commitment to serving vulnerable populations with compassion and empathy, while keeping Christ at the center of everything
- ❖ Must be available to work nights and weekends as needed for Special Events
- ❖ Must have personal transportation