

GROVE CHRISTIAN OUTREACH CENTER
8800 Pocahontas Trail
Williamsburg, VA 23185
757-887-1100

About Us

Grove Christian Outreach Center is a faith-based nonprofit organization with a stated mission to minister to the physical and spiritual needs of the poor and disadvantaged in the Grove community of James City County. We accomplish this by providing food, clothing, financial assistance, school supplies and Christmas gifts to families living in Grove. We offer a fun, supportive work environment with a team of staff and volunteers that work collectively to meet the mission on a daily basis. We believe in family and friendship and encourage fostering a supportive work environment that allows each team member to thrive and grow both personally and professionally.

Job Title: Community Engagement Coordinator

General Job Description: This is a full-time, exempt position with a four-day work week (Mon, Tues, Wed and Fri). The position will be responsible for all aspects of volunteer management and special programs. 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. The ideal candidate will have the ability to speak/translate English/Spanish.

Primary Duties and Responsibilities

- ❖ Development and management of GCOC volunteer database and calendar of events
- ❖ Communicate with GCOC staff for appropriate volunteer recruitment and placement and overall volunteer management
- ❖ Volunteer orientation preparations and presentations
- ❖ Schedule and conduct volunteer training opportunities
- ❖ Oversight of Center special programs including summer lunch, back to school, Thanksgiving and Christmas programs
- ❖ Schedule and plan volunteer appreciation events and recognitions
- ❖ Development and promotion of the Grove Trotter Box Collection Program
- ❖ Development and management of social media campaigns to include fundraising activities
- ❖ Assist with speaking engagements, check presentations, tours and representation at community events

Desired Skills

- ❖ 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

Essentials

- ❖ Commitment to serving vulnerable populations with compassion and empathy
- ❖ Must be available to work nights and weekends as needed for Special Events
- ❖ Must have personal transportation