

# GROVE CHRISTIAN OUTREACH CENTER

## ORGANIZATION 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 special programs and volunteer management. Responsibilities will include planning, oversight and coordination of special programs throughout the year to include holiday events, summer programs, and regularly scheduled special programs such as Senior Bingo and Prom Event. Daily volunteer management will also be a major function of this position, with assistance from other members of the team.

## MAJOR DUTIES AND RESPONSIBILITIES:

- ❖ Development and management of special programs to benefit Grove residents.
- ❖ Oversight of volunteers specifically assigned to special programs
- ❖ Organize and execute Children's Summer Lunch Program
- ❖ Organize and execute Back to School events to benefit Grove children
- ❖ Organize and execute Christmas programs for Grove families
- ❖ Coordinate Volunteer Christmas Party with GCOC staff
- ❖ Coordination and planning of Grove Trotter Box Adoption Program
- ❖ Assist with the overall donor/community relations through positive interactions with vendors/volunteers/suppliers, etc...

## REQUIREMENTS

- ❖ Ability to coordinate events and adhere to deadlines to meet set goals
- ❖ Excellent organization and communication 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 Programs
- ❖ Must have personal transportation