



**Community Engagement Coordinator**  
**September 2019**

Interfaith Outreach & Community Partners' mission is to engage the heart and will of the community to respond to emergency needs and create opportunities for all to thrive. Interfaith Outreach is a human service nonprofit that ignites the power of community to provide urgent and strengthening services in eight Twin Cities western suburbs so families can live their best lives, children can succeed, and the entire region can prosper and shine. Serving the west Hennepin County communities of Hamel, Long Lake, Medicine Lake, Medina, Minnetonka Beach, Orono, Plymouth and Wayzata since 1979. For more information, visit [iocc.org](http://iocc.org).

Interfaith Outreach is looking for highly qualified candidates for our **Community Engagement Coordinator** position (full-time, benefit eligible). The Community Engagement Coordinator serves as the primary point of entry for all parts of the community (individuals, businesses, faith communities, civic organizations, schools) to become engaged with Interfaith Outreach. This position provides oversight of and coordination for volunteer-led seasonal/special programs benefiting clients. This position also leads efforts to recruit, screen, place and support volunteers throughout the organization.

The Interfaith Outreach work environment is client centered, values driven, team oriented, fast paced, diverse, and focused on learning and professional development. We have a strong internal culture of collaboration and team support and a deep commitment across staff to mission.

**Core Areas of Responsibility Include:**

- Act as the point of entry for individuals, schools, businesses, faith communities, civic organizations looking for new or deepened engagement opportunities
- Review volunteer applications, interview and match volunteer passions/interests with Interfaith Outreach opportunities
- Supervise and support volunteer leaders of seasonal/special programs, including Back to School, Holiday Gift, Birthday Shelf and Baby Layette
- Oversee volunteer Rides Program and ensure quality service to participants; support volunteers with scheduling and technology needs; fill in as needed
- Stay abreast of changing volunteer community trends and adapt volunteer opportunities as needed and appropriate
- Ensure timely and accurate entry of volunteer data into appropriate systems and databases
- Serve as a resource for Interfaith Outreach staff, volunteers and organizations related to engagement opportunities
- Develop and manage training sessions for staff, volunteers and community groups
- Promote continuous volunteer program improvement using data and by seeking and capturing feedback from staff and volunteers
- Represent Interfaith Outreach at community outreach events or volunteer fairs
- Provide East Side (food shelf, Resale Select, group volunteer activities) support one Saturday per month
- Coordinate Youth Ambassador program in collaboration with the Development Department
- Ensure in-kind contributions for special programs are recorded and processed accurately
- Support accurate recording of program data into client database in a timely manner

**Schedule Requirements:** 40 hours per week. Monday 9-6 p.m., Tuesday – Friday 9-5 p.m., includes one Saturday per month, occasional weekend and evening hours.

**Required Qualifications Include:**

- Minimum of Associate degree
- Minimum of two years' experience working with nonprofit or volunteer-driven organizations
- Confidence with public speaking
- Proficient with the Microsoft Office suite and relational databases
- Proactive self-starter able to determine and self-initiate responses to opportunities and challenges
- Excellent verbal and written communication skills
- Effective problem-solving, organizational and time management skills; ability to work under pressure and manage multiple projects and deadlines
- Valid driver's license with a safe driving record

**Preferred Qualifications:**

- Bachelor's degree
- Experience in leading initiatives for volunteer outreach, recruiting, placement, training and recognition
- Experience with or ability to learn skills needed to promote engagement opportunities through social media, marketing platforms and websites
- Experience managing projects or programs including scheduling, budget management and process improvement

**Candidate Characteristics:**

To be successful in this role, the ideal candidate possesses the following characteristics and traits:

- A deep commitment and passion to Interfaith Outreach's mission and vision
- A commitment to building a culture of inclusion through personal, organizational and community-wide growth
- A generator of new ideas and approaches while honoring the organization's rich history
- A versatile person who can work successfully in a broad array of organizational settings
- Skilled communicator and collaborator
- Able to work effectively with volunteers
- Strong advocate for people living in poverty and social justice work
- Approachable and a good listener
- An authentic leader who serves as a role model to volunteers and colleagues with a transparent approach; ability to earn esteem and confidence of the leadership team

We offer competitive salary and a comprehensive benefits package.

**Interested candidates should submit a resume and cover letter to [humanresources@iocp.org](mailto:humanresources@iocp.org). Candidates are considered as submissions arrive. Position open until filled.**

Interfaith Outreach values a diverse work environment.  
People of color and people from other underrepresented communities are strongly encouraged to apply.  
Interfaith Outreach is an Equal Opportunity Employer.