

## POSITION DESCRIPTION

**Title:** Community Outreach Manager

**FLSA Status:** Full-time, salary-exempt

**Department:** Advancement

### Position Description

The Community Outreach Manager role is a varied one combining elements of relationship building, stakeholder management, and event coordination. The key objective is to nurture meaningful relationships with key community groups. The Community Outreach Manager is an ambassador for the organization with responsibilities for delivering our vision within the local community.

The Community Outreach Manager will build and maintain relationships with individuals and organizations that can support organizational goals; including implementing community outreach programs, organizing events, coordinating volunteers, and executing public relations strategies that will promote the organization's visibility, reputation, and further its mission.

Excellent interpersonal skills are a must, and you'll need to be a team-player to build rapport with various community groups and organizations.

### Essential Duties & Responsibilities

- Develop an annual outreach strategy to elevate brand awareness.
- Supervise and mentor outreach staff to ensure the successful execution of outreach initiatives.
- Build and maintain collaborative relationships with different stake holders within the community – community leaders, partner organizations and legislators.
- Planning, developing, and facilitating community education and awareness events and training, within community settings.
- Represent the organization at community events, partner meetings and other external engagements.
- Spend time in the community – hosting community activities, attending meetings and fundraising drives and delivering presentations. It is a specialty that requires a flexible approach, since you'll be negotiating with a broad cross-section of people. This position usually works during regular business hours, although occasional non-traditional hours may be required to support community events.
- Monitor and evaluate outreach efforts, providing regular reports on progress and outcomes.
- Collaborate with internal teams to align outreach initiatives with organizational objectives.
- Data tracking.
- Other duties as assigned.

## Requirements

- Bachelor's Degree in Marketing, Communications or equivalent related experience and training
- Proficient in Microsoft Word, Excel and PowerPoint, Publisher, Adobe and other desktop publishing tools
- Excellent written, verbal and interpersonal communication skills with ability to make effective oral presentations to large and small groups
- Excellent project management skills, including ability to manage multiple assignments with ability to prioritize and meet deadlines

## Benefits & Wages

- Salary Range: \$50-55k
- Hybrid schedule possible after 6 months
- Health (BCBS HMO/PPO) & AFLAC available
- Life & Dental free to employees
- 403b with a 7% employer contribution
- Generous time-off benefit & 12 holidays

**This position requires a car and proof of auto insurance.**

**All employees must successfully pass a criminal background check.**

**Email your resume and cover letter or email, to [jobs@pathlights.org](mailto:jobs@pathlights.org) with the code Outreach1225 in the subject line of your email.**