



Marketing & Community Outreach Coordinator

Location: San Diego, CA

Pay: The pay for this position is \$28.00/hr to \$28.00/hr.

Schedule: Monday – Friday | 8:30 AM – 5:00 PM

Who You Are

You are a passionate, relationship-driven professional who thrives on connecting people, building community partnerships, and telling impactful stories. You're equal parts marketer, organizer, and advocate—comfortable creating content, coordinating events, and engaging with diverse audiences.

You are highly organized, detail-oriented, and proactive, with a strong desire to make a difference in your community. You enjoy collaborating across teams, managing multiple priorities, and creating meaningful experiences for volunteers, partners, and stakeholders.

Job Responsibilities

Marketing, Communications & Outreach

- Support and execute marketing and outreach strategies to increase awareness and engagement
- Create and manage content across digital platforms (website, email campaigns, social media, and video)
- Develop marketing materials including flyers, brochures, presentations, and branded collateral
- Ensure brand consistency across all communications
- Represent the organization at community events, resource fairs, and outreach activities

- Deliver presentations to community groups, schools, and partners
- Build and maintain relationships with community partners, including corporations, schools, and civic organizations
- Support fundraising efforts and donor communications in collaboration with the Development team

Volunteer & Community Engagement

- Lead and manage volunteer and internship programs from recruitment through retention
- Recruit, interview, train, and place volunteers and interns
- Coordinate volunteer assignments to support programs and events
- Plan and facilitate group volunteer activities and service projects
- Serve as the primary point of contact for volunteers, ensuring a positive and engaging experience

Operations & Reporting

- Track volunteer activity, engagement, and retention metrics
- Maintain accurate records and reporting systems
- Manage volunteer communications, scheduling, and outreach
- Plan and implement volunteer recognition initiatives

What Success Looks Like

- Growth in volunteer participation, engagement, and retention
 - Strong pipeline of community partners and collaborators
 - Successful execution of outreach efforts, presentations, and events
 - High fulfillment of volunteer needs across programs
 - Positive volunteer experiences and feedback
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Required Qualifications

- Bachelor's degree
- 1–2 years of related experience
- Experience in marketing, communications, outreach, or volunteer coordination
- Strong written and verbal communication skills
- Excellent organizational, time management, and multitasking skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)

The Arc of San Diego is an Equal Opportunity Employer. We have a strict policy against harassment and retaliation of any type and are dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Our goal is to provide a work environment free from discrimination, harassment, and retaliation as well as other disrespectful or other unprofessional conduct based on any protected class or any combination of two or more protected classes: race (including natural hairstyles and hair texture), color, religion (including religious dress and grooming practices), national origin (including language use restrictions), age (40 and over), legally protected medical condition (including cancer and AIDS/HIV), physical or mental disability, marital and domestic partner status, sex (including sex stereotypes and pregnancy, childbirth and related medical conditions), sexual orientation, reproductive health decision making, ancestry, genetic information/ characteristics, gender, gender identity, gender expression, transgender, military and veteran status, known status as a victim of domestic violence, sexual assault, stalking or of certain violent crimes, or whose covered family member is a homicide victim, enrollment in a public assistance program, off duty and off-site cannabis use or any other characteristic or activity protected by law.

We also prohibit discrimination, harassment, retaliation, disrespectful or unprofessional conduct based on the perception that anyone has any of the above characteristics or is associated with a person who has or is perceived to have any of those characteristics.

The Arc of San Diego is a federal subcontractor and shall abide by the requirements of 41 CFR 60-1.4(a), 60- 300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals on their race, color, religion, sex, sexual orientation, gender identity or national origin, and for inquiring about, discussing or disclosing compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

The Arc of San Diego will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified candidates with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If candidates need assistance to perform their job duties because of a physical or mental condition, they should contact their Supervisor or Human Resources.