

**Position Title :** Community Engagement Coordinator

**Organization :** The Summit Center

**Salary:** \$20.50 - \$23.00 per hour

**AFP-WNY Post Date:** 3/1/24

**DEADLINE TO APPLY: OPEN**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The Community Engagement Coordinator must be able to consistently and successfully perform all essential functions of the position.

1. Creates and maintains all plans of work for special events.
2. Oversees all event logistics, from vendor relations to in-kind donors. Required to work all special events.
3. Manages special promotions and internal events and contests.
4. Manages event donors and fundraising teams.
5. Steers event committees and communicates event objectives.
6. Assists with sponsorship solicitations under the direction of the Development Manager.
7. Provides content and graphics for event platforms and ensures consistent messaging across event communications.
8. Creates graphics, logos, and promotional materials for special events and activities.
9. Works closely with third party organizations to seek fundraising opportunities on behalf of Summit.
10. In conjunction with the Development Associate, identifies volunteer opportunities associated with events.
11. Cross trained on all database and fundraising platforms. Serves as back-up for gift entry and acknowledgement letters.
12. Adheres to The Summit Center Core Agency Values of Adaptability, Accountability, Collaboration, Integrity, Optimism, and Respect.
13. Adheres to the Summit Center employment policies as outlined in the Employee Handbook including, but not limited to dress code, attendance and punctuality, and Paid Time Off.
14. Perform any other duties as requested by your supervisor.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of position skill and/or ability required.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree and 2-3 years' experience required; working knowledge of CRM software databases (Bloomerang preferred), Microsoft Office, Canva, InDesign and SharePoint preferred. Knowledge of special event fundraising software platforms a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None

**COMMUNICATION SKILLS:** Employee displays the ability to convey information to another effectively and efficiently. Displays good verbal, non-verbal and written communication skills to help facilitate meaningful sharing of information between people within the organization as well as outside of the organization when necessary. Demonstrates excellent customer service skills to all stakeholders. Stakeholders include but are not limited to, individuals served, peers, supervisors, and external contacts. Must possess a strong attention to detail with excellent verbal and written communication skills. Must be able to read, write and comprehend routine instructions, short correspondence, reports, etc. Should possess ability to effectively present information in one-on-one and small or large group presentations to parents, donors, and employees of the organization, etc.

**OTHER SKILLS & ABILITIES:** Ability to receive and follow instructions. Ability to identify and solve problems by acting decisively and showing good judgment. Ability to gather information needed to understand a situation in order to take timely and appropriate action. Ability to know when to involve others during the decision-making process. Ability to maintain emotional control and composure when faced with urgent or difficult decisions. Must be able to manage multiple projects simultaneously while meeting deadlines, be flexible, multi-task, be dependable and discrete. Knowledge of computer software, database recordkeeping, social media channels and general clerical activity desirable. Familiarity with technical terminology related to education or the treatment of children with developmental disabilities helpful.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Sedentary work: ability to sit for long periods of time with occasional need to walk and/or stand.
2. Visual acuity: ability to perform activities such as viewing a computer screen, extensive reading, preparing and analyzing data and figures.
3. Hearing: ability to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
4. Talking: ability to express or exchange ideas by means of the spoken word.

**WORK ENVIRONMENT:** Due to the behavioral disorders of some of the children we serve, persons may be at risk of intentional or unintentional acts of aggression (e.g., hitting, kicking and biting). The noise level in the work environment is usually moderate.

**Job Type:** Full-time

**Salary:** \$20.50 - \$23.00 per hour

**Expected hours:** 37.5 per week

**Benefits:**

- 401(k)
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Referral program
- Tuition reimbursement
- Vision insurance

**Schedule:** Monday to Friday

**Education:** Bachelor's (Required)

**Experience:** Development: 2 years (Required)

**Work Location:** In person

**How to Apply:** Please find us on Indeed, or (preferably) apply on our website, <https://thesummitcenter.org/careers>