

Hancock Resource Center

Position Title: **Community Outreach Coordinator**

Reports to: Program Manager

Full-time, nonexempt (36 hours). Hourly wage range based on experience.

Bachelor's Degree in Marketing, Public Relations, Communications or related community development field. Requirement may be waived with extensive experience. Experience with fundraising and event planning and coordination required. Must be able to pass background check and subject to drug testing. Must have vehicle and be able to drive. Position begins at \$15 per hour, depending on experience. Veteran preference.

Skills and Knowledge:

- Leadership skills and experience.
- Competency in computer technology, website management and social media marketing including, but not limited to Microsoft Word, Excel, Power Point, Office, social media platforms, Canva, Weebly, Adobe InDesign, Illustrator, Photoshop or similar applications and email.
- Effective communication skills, attention to detail and organizational, and time management skills. Public Speaking required.

This is a part-time position (18-20 hours a week that may be combined with Program Support or Youth Coordinator for a full-time position). Salary starts at \$17 per hour but is negotiable based on experience.

Description of Primary Duties:

1. Implement marketing and outreach plan for Hancock Resource Center and assigned programs.
2. Outreach: manage social media and community outreach including newsletter and annual report.
3. Develop and implement a communication plan for internal and external communications including print and electronic communication as well as social media.
4. Identify topics for regular press releases, compose and disseminate information.
5. Foster and continuously develop relationships with stakeholders.
6. Plan and implement community events that promote HRC and support the programs.
7. Plan and conduct program-specific marketing to targeted populations.
8. Plan and implement development and fundraising plan for Hancock Resource Center.
9. Other duties as assigned.