



Hancock Resource Center Position Description

Position Title: Community Outreach Coordinator Reports to: Program Manager

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

Qualifications:

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.

Supervisory Responsibility:

May supervise volunteers in course of projects or events.

Travel:

Local travel and travel for training.

Description of Primary Duties:

1. Implement marketing and outreach plan for Hancock Resource Center and assigned programs.
2. Foster and continuously develop relationships with stakeholders.
3. Manage print, electronic and social media communications.
4. Plan and implement community events that promote HRC and support the programs.
5. Plan and conduct program-specific marketing to targeted populations.
6. Plan and implement development and fundraising plan for Hancock Resource Center.
7. Assist Program Managers with planning and implementation of youth programs including Hancock Youth Leadership Academy, Hancock Youth for Positive Efforts, and Hancock Youth Ready for Employment.
8. Other duties as assigned.