

## **Project Create Job Description**

# **Volunteer COMMUNITY OUTREACH COORDINATOR**

### **Description:**

The Community Outreach Coordinator, serves as a link between members of the community and Project Create. Because of this role's duties, it is necessary for you to build trust with the individuals and groups you serve with the goal to engage the community and improve quality of life through interactive art making and promotion of Project Create studio programs.

### **Requirements:**

- Working with Senior Program Manager/ Studio Program Manager at the studio and interacting with the Anacostia Community
- This position is a 3 month service commitment of 5 - 10 hours minimum weekly.

### **Responsibilities:**

- Create and implement an annual outreach plan.
- Work with Programs Manager and staff to develop marketing plans to recruit new volunteers and clients in line with organizational objectives.
- Stay abreast of or attend relevant community events and meetings.
- Maintain relationships with collaborative partners and cultivate new ones.
- Confers with student, parent, site staff and Project Create staff for feedback.
- Collecting and organizing participant data and evaluation results.
- Direct interaction with the community at events.
- Ensure that outreach events are staffed with adequate volunteers and supplies.

### **Qualifications:**

- Bachelor's Degree and a minimum two years experience in successful community outreach/recruitment and volunteer coordination preferred.
- Excellent public speaking and presentation skills. Ability to connect with others and forge strong relationships.
- Ability to perform several tasks concurrently, time management and organizational skills.
- Experience working with and understanding of the social, emotional and economic needs of children within low-income communities.
- Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines.
- Proficient in Microsoft Office programs and volunteer tracking databases.

### **How to Apply:**

- Learn more about Project Create by visiting [www.projectcreatedc.org](http://www.projectcreatedc.org).
- Submit an application, resume and work samples online at <http://bit.ly/applyPCDC>.
- Follow Project Create on [Twitter](#), [Facebook](#) and [Instagram](#).