Community Outreach Coordinator Job Description

Position Summary
Boulder County CareConnect is a 40-year-old nonprofit providing volunteer-powered service to seniors and adults with disabilities. The Community Outreach Coordinator is a full-time 40 hour a week position. The Community Outreach Coordinator reports to the Program and Volunteer Director and is responsible for BCCC outreach and recruitment.

Responsibilities
The Community Outreach Coordinator’s primary responsibilities are to build strategic relationships, conduct a variety of outreach activities, and recruit and retain volunteers for all BCCC programs.

I. Community outreach and recruitment
   a. Create and implement annual outreach plan
   b. Work with Communications Manager and staff to develop marketing plans to recruit new volunteers and clients in line with organizational objectives
   c. Recruit, place, retain and support BCCC volunteers
   d. Attend relevant community meetings; participate in relevant councils, roundtables and committees
   e. Schedule and personally conduct at least 8 presentations a month
   f. Conduct and compile annual volunteer satisfaction survey
   g. Maintain relationships with collaborative partners and cultivate new ones.
   h. Coordinate special events including Holiday Baskets, Senior Law Day, Community volunteering events, etc.
   i. Create, coordinate and implement volunteer recognition activities. These activities include:
      1. Annual volunteer appreciation events
      2. Quarterly volunteer Enewsletter
      3. Securing volunteer awards for special achievements

II. RSVP Support
   a. Recruit and place RSVP volunteers
   b. Maintain existing and seek out new relationships with volunteer stations
   c. Conduct annual audit and update agency agreements
   d. Manage volunteer database and reporting functions
   e. Follow up with potential volunteers in a timely manner
   f. Assist with annual federal CNCS RSVP application
   g. Manage volunteer and or station concerns and inquiries
III. Reporting
   a. Record volunteer hours in a timely manner
   b. Submit monthly report of activities to supervisor by the 1st of the month
   c. Complete all RSVP and CNCS reporting requirements

IV. Other Duties As Assigned

Qualifications & Competencies:
   • Bachelor’s Degree and a minimum two years experience in successful community outreach/recruitment and volunteer coordination
   • Excellent public speaking and presentation skills
   • Ability to connect with others and forge strong relationships
   • Committed to the mission of serving seniors and adults with disabilities
   • Highly organized, analytical, IT-competent – proficient in Microsoft Office programs and volunteer tracking databases
   • Ability to perform several tasks concurrently, time management and organizational skills.
   • Ability to support, network and motivate staff, volunteers and clientele
   • Ability to maintain confidential information
   • Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines
   • Spanish speaking a plus

Essential functions/working conditions
   • Light physical demands
   • Must be able to work under stress of meeting deadlines and changing priorities
   • Able to manipulate normal business machines and technology. For example; able to operate computer and computer systems, office copiers, fax, remote access, phones
   • Able to effectively communicate both verbally and in writing

Compensation
Starting salary $32,000 with full benefits including health, dental, retirement savings, paid time off (PTO), and holidays

About BCCC
Formed in 1972 as RSVP of Boulder County, Boulder County CareConnect has been a critical service provider to seniors and adults with disabilities in our community. Our mission is to promote the security, comfort, and independence of seniors and adults with disabilities. We offer a variety of programs and services including fall prevention, home repair, yard maintenance, grocery delivery and transportation. Please visit www.careconnectbc.org to learn more.

To apply
Please send a cover letter and resume to jobs@careconnectbc.org. Please type “Community Outreach Coordinator” in the subject line. No phone calls please.

Boulder County CareConnect’s Anti-Discrimination Statement
“Boulder County CareConnect shall not discriminate on the basis of race, color, religion (creed),
gender, age, national origin (ancestry), disability, marital status, sexual orientation, political
affiliation, gender identification or expression, or military status in any of its activities of
operations. These activities include, but are not limited to, hiring and firing of staff, selection of
volunteers, and selection of vendors and provision of services.”