

COMMUNITY OUTREACH & CIVIC ENGAGEMENT (COCE)

Supervisor: Erin Miller, Development Associate



DESCRIPTION:

With direction from the Development Associate, the COCE volunteer will be responsible for finding ways to get the word out about Outdoor Outreach. The goal is to find more community support, volunteers and donors.

DUTIES:

- * Community outreach entails locating events and festivals at which we would benefit from showing a presence.
- * Civic engagement includes locating speaking engagements for Outdoor Outreach representatives to make the community aware of our mission, vision and values.
- * Creating a spreadsheet and calendar of events and engagements and coordinate with the Volunteer Coordinator to recruit volunteers.
- * The position does not necessarily require attendance or presentation at these events and engagements. However the role could evolve, if that is the desired direction of both the volunteer and the supervisor.

DESIRED QUALIFICATIONS:

- * Office experience
- * Comfortable with community outreach and calling potential partners
- * Microsoft Office especially Excel
- * Enthusiastic, social and outgoing personality
- * Organizational skills
- * Free-thinker/Self-starter
- * Passionate about the Outdoor Outreach mission, vision and values
- * Public speaking experience a plus

TRAINING:

Volunteer Orientation (required)
Development Orientation (required)

WHAT IS MEANINGFUL ABOUT THIS POSITION?

Outdoor Outreach thrives on community awareness and support. This position will help bring Outdoor Outreach to the forefront in order to help the organization build and grow. to sustain our programming.

CONTACT:

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OUTDOOR OUTREACH