# Community Outreach Coordinator Job Description

## Position Summary

The Community Outreach Coordinator reports to the Executive Director. The Community Outreach Coordinator develops community partnerships, plans and coordinates events, and is responsible for the marketing and communications of the Immigrant Welcome Center to our stakeholders.

## Position Responsibilities

### Mission
Ensures operations are in accordance with objectives of the Immigrant Welcome Center:

- Coordinates all marketing-communications with IWC stakeholders, including social media and the monthly e-newsletter.
- Serves as the organizer and manager of the Marketing/Communications Committee and the liaison with communications consultant.
- With marketing/communications and design consultants, develops print collateral, e-newsletter, and social media content.
- Maintains website with relevant information and events.
- With the Program Coordinator, develops new outreach programs for immigrant and refugee communities based upon changing needs in the community.

### Stakeholders and Community Outreach

- Represents the IWC with key stakeholders at the operational level. Develops and maintains community relationships that support the IWC programs and services.
- Attends community events and meetings and grows those relationships as needed.
- Ensures the IWC participates in key community events and represents the IWC at those events. Coordinates volunteers and materials as needed.
- Coordinates all public events, including the monthly Reuben Educational Series events, Welcoming Week events, and fundraising or community outreach events.

### Strategic Plan

- Implements and operates key programs of the annual plan that support organizational mission and increases the IWC’s visibility and effectiveness.

### Fundraising

- Responsible for event planning and organization as it relates to fundraising under the Executive Director’s guidance.
- Participates in development efforts, including securing cash and in-kind donations, grants, and other funding to meet the budgetary requirements of the organization.

### Compliance

- Supports and adheres to the mission, policies, procedures, and activities of the Immigrant Welcome Center.
- Prepares required reports and records for the following: (1) Annual Meeting; (2) Marketing | Communications Task Force; (3) Board of Directors; and (4) receipts and payments.
- Perform other duties as requested by the Executive Director.
**Job Knowledge, Experience, and Skills Required**

- Undergraduate or Graduate Degree in Marketing/Communications or Nonprofit Management preferred.
- Minimum of three years of experience in community outreach and/or marketing/communications in organizations of similar size and demographics preferred.
- Must possess strong interpersonal skills with a commitment to provide respectful, culturally-competent communication, including an awareness and acceptance of cultural differences; basic knowledge of diverse cultures and environments; and the skills to adapt communication skills to fit cultural context.
- Must possess a working knowledge of the City of Indianapolis and the local human services community, including familiarity with local history, organizations, agencies, neighborhoods, and systems.
- Knowledge of and ability to use computer/database systems including Microsoft Outlook, Word, Excel, and PowerPoint and Constant Contact, and WordPress.
- Ability to work evenings and weekends is required and a willingness to work more than 40 hours per week when needed.
- Exceptional communication and organizational skills, including the ability to develop and implement meetings, events, action plans and projects/programs.
- Ability to manage multiple projects simultaneously with minimal supervision and in a timely fashion.
- Ability to employ critical thinking and effective communication skills, work independently, and make recommendations for new opportunities to advance the mission of the Immigrant Welcome Center.

Candidates should send a resume, cover letter, and a writing sample. Use the cover letter to describe what in your professional background demonstrates the competencies sought and what interests you most about working for the Immigrant Welcome Center.

Send resume, cover letter, and writing sample to Terri Morris Downs, Executive Director, at tdowns@immigrantwelcomecenter.org with “Community Outreach Coordinator” in the subject line of the email. Only email applications will be accepted. No phone calls, please.