



Community Engagement Manger

About Family of Friends Mentoring

We leverage the power of mentoring relationships in east Multnomah County to support positive self-identity and youth leadership, so young people have a platform to build the futures they want for themselves and their communities. We believe that connecting kids to personalized, long-term social support through mentoring contributes to a thriving community. We see youth mentoring as one way to bridge the gap between families who need support and families who have extra support to give. We've put increased focus on how our program impacts historical inequities and take action in the work that we value: Relationships, Youth Voice, and Racial Equity. Please visit our website to learn more: www.family-of-friends.org

Position Summary

The Community Engagement Manager reports to the Executive Director and will design and implement high-impact volunteer recruitment strategies, create and manage a communications plan, and support fundraising efforts. We're looking for a strong communicator able to inspire and engage others.

Status: Full-time salaried/exempt

Pay: \$48,000 - \$52,000, based on experience

Benefits: Paid time off, holidays. Healthcare, vision and dental.

Schedule/Work Environment: Our team is ambitious, joyful, and maintains a person-first, open-minded environment. This is not a typical 9 to 5 position. Occasional evening and weekend events are required. Staff enjoy the flexibility to determine and manage their own schedules and work remotely as desired with some required in-office meetings (office located within Gresham City Hall).

Qualifications & Requirements:

- Passion for community building and youth mentoring
- Support the Family of Friends' mission, values and anti-racist statement
- Bachelor's degree and/or related work or volunteer experience
- 3 years of volunteer outreach and/or sales, marketing, recruitment, or community organizing experience preferred
- Ability to network and communicate effectively through a variety of channels
- Competent in Microsoft Office Suite
- Access to reliable transportation, current driver's license and clean driving record
- Experience with Little Green Light or another CRM system a plus
- Proof of Covid-19 vaccination

Bilingual in Spanish, Mandarin, or Vietnamese preferred with differential pay available when using bilingual ability. We will prioritize candidates who share the lived experience of our kids and families.



Responsibilities

Volunteer Recruitment & Management:

- Design and implement a multi-faceted mentor recruitment strategy using story-telling, events, online tools and community partnerships that meets goals identified within our annual goals and strategic plan.
- Participate on our Philanthropy Committee and support Board of Directors and other volunteers in efforts related to your workload.

Marketing & Communications

- Write and implement a comprehensive communications plan that includes engaging our audiences through a variety of platforms including email marketing, newsletters, direct mailers, social media, community boards, in person events and other relevant platforms.
- Grow our online presence as a tool for mentor recruitment and brand awareness, utilizing social media and web platforms such as Facebook, Instagram, LinkedIn and YouTube.
- Maintain the Family of Friends website.
- Work with the City of Gresham communications team or other outside contractors to develop refreshed marketing materials.

Partnerships & Fundraising

- Work with Executive Director to create an annual plan for partnership development & engagement.
- Steward relationships with new and established partners with the purpose of garnering support for our organization which could include recruiting volunteers, establishing sponsorship, partnering for match activities or identifying other ways to collaborate in supporting our youth.
- Support in planning and implementation of friend-raising and fundraising events.
- Track donations in our constituent database and send acknowledgements.



Competencies:

A people-person: If you are energized by people, and you feel comfortable presenting in front of large groups and connecting one-on-one, you're in the right place.

Creative: If you love exploring new ways to engage people and partners and you have experience with or a vision for high-impact, meaningful events and campaigns, join us.

Highly organized and detail oriented: Think event planner – you must be a skilled project manager and able to execute your ideas effectively and efficiently. This job will require some tracking and reporting of volunteer inquiries, partnership leads and planning.

Social-Media Savvy: You don't need to be an expert in coding, but you do need to understand the power of social media, love connecting and sharing stories through this medium, and be competent on or eager to learn our main platforms – Facebook, Instagram, LinkedIn and YouTube.

Self-motivated and Reliable: This job offers the flexibility to work in office or remotely and may spend a significant amount of time in community meetings, presentations and events. We need someone who can manage the responsibility of this freedom.

Collaborative: Each team member has their own expertise, perspectives and set of responsibilities, and we are most successful when we work together. We use meetings as a time to collaborate and support each other in our shared goals. We value a can-do attitude, active listening, and your creativity.

Solutions-focused: Our team values the collaborative and nimble environment of our small organization and we rely on each other to expose blind-spots and work together to problem-solve. We expect each other to be open-minded, solutions-focused, and learn from mistakes.

Understands & Values Equity: This person must think about their job through the lens of racial and social equity and join us on our continued journey to reach greater levels of diversity, equity and inclusion in youth mentoring.

Family of Friends Mentoring position descriptions are guidelines. They are not intended to identify every task that an employee will be asked to complete. They are intended as a general outline of the essential work responsibilities and qualifications of the position.

Ready to join our team? Submit resume and cover letter to familyoffriendsmentoring@gmail.com before Monday, June 6th.