



Position: Community Outreach Program Manager
Department: Development
Reports to: COO
Salary: Competitive Full-Time Compensation & Benefits Package

Under the supervision of the Chief Operations Officer and working closely with various program Directors, the Community Outreach Manager plays an important role in the strategic vision of the organization. The ideal candidate will lead specific outreach efforts in our community through event activations, event management, relationship building, and support the success of all programs at UVSO at the grassroots level. This role is also responsible for spearheading recruitment and management of UVSO volunteers. A successful candidate in this position will be able to cultivate strong relationships and have excellent organizational and follow up skills.

Essential Duties and Responsibilities

- Lead outreach and engagement efforts to marginalized communities through relationship building and non-traditional marketing strategies.
- Coordinate collaboration opportunities with other organizations.
- Interact with diverse groups of individuals with varied backgrounds and goals. Work well with individuals of all races, genders, and sexual orientations.
- Work closely with communications associate on volunteer recruitment, retention, and development; aligning goals, messaging, and opportunities.
- Assist operations manager to systematize current processes.
- Assist Executive Director in implementing strategy for actively soliciting, increasing, engaging, and maintaining donors.

Program Management

- Represent UVSO, its mission, and its opportunities to the community as needed; ensure consistent delivery of presentations.
- Attend and participate in regional and national meetings as required.
- Serve on external committees throughout Newark and NJ including but not limited to:
 - Newark DIG: Doing Infrastructure Green
 - Newark DIG-Quality of Life Subcommittee
 - Health Advisory Committee
 - Newark Community Development Network (NCDN)
 - Newark Science and Food System (Garden activities)
 - Ivy Hill Neighborhood Association
- Manage timely and professional responses to web, phone and in-person inquiries.
- Oversee volunteer recruitment platforms, databases and websites, e-communications and community engagement.
- Organize volunteer appreciation activities.
- Acquire and maintain comprehensive knowledge of the organization in order to accurately represent the organization in meetings and presentations.
- Engage with team members, program participants, core volunteers and donors.

- Identify and recommend additional programs to help meet organization outreach and fundraising needs.

Events & Development

- Oversee logistics related to the planning of UVSO events, including the annual Vailsburg Day and pre-planning events for the neighborhood plan.
- Cultivate relationships at various levels, with UVSO board members, sponsors, partner organizations, volunteers, and vendors.
- Assist with soliciting corporate sponsorships.
- Ensure event standards are met, exhibiting excellent organizational skills.
- Recruit and effectively utilize planning committees and event volunteers.
- Keep leadership apprised of progress at all stages of events.
- Utilize social media platforms within the digital marketing strategy to increase brand recognition.
- Provide key insight in donor prospecting to drive revenue growth for the organization.
- Assist with fundraising campaigns.
- Track and report on campaign and event goals, including data input.
- Coordinate organizational collateral and promotional materials.

Other Responsibilities:

- Oversee or participate on committees for special programs and projects with internal agency partners.
- Recruit youth in cyclic enrollments, trainings, or special programs and events.
- Make special offsite recruitment and fundraising presentations as needed.

Competencies

- *Planning & Organizing* - Identifies the sequence of tasks and the resources needed to achieve a goal, and prioritizes key action steps. Anticipates the impacts and risks of decisions and actions. Detail oriented.
- *Communication* - Able to inform orally and in writing, with clarity and good effect. Listens actively and is able to engage, inspire and persuade.
- *Prioritization* - Uses time efficiently. Concentrates efforts on the more important priorities. Can attend to a broad range of activities, juggling multiple projects and anticipating needs.
- *Technical Proficiency* - Able to operate Microsoft Office / Google Workspace tools. Experienced with the basics of utilizing social media. Able to learn UVSO software systems.
- *Independent & Collaborative* - Works well both independently and collaboratively with other team members to achieve goals. Self-starts. Able to pivot and adapt to changing situations on the fly.

Key Qualifications

- Bachelors degree from an accredited college or university in education, psychology, sociology, public administration or related field. Masters preferred.
- 5+ years experience in program management, youth development, education or related field.

- A demonstrated passion for working in urban environments and a demonstrated belief in UVSO's mission to create a stable and compassionate community.
- Experience in working with Newark and New Jersey's community development network preferred.
- Excellent analytic, organizational, written and verbal, and digital skills.
- Ability to effectively communicate with diverse stakeholders including religious groups, diverse cultures, parents, elder caregivers, staffers and youth.
- Ability to inspire staff, youth, parents and community to volunteer, engage, and build comradery.
- Must have valid United States Driver's License.
- Proof of up-to-date COVID-19 Vaccination.

Physical Demands:

While performing the duties of this job, the individual must be able to remain in a stationary position for 90 percent of the time while performing office work. The individual needs to occasionally move about inside the office. They constantly operate a computer and other office productivity machinery, such as a computer printer. The employee must regularly lift and/or move up to 15 pounds, occasionally lift and/or move up to 40 pounds.

Must be able to function under fast-paced and noisy environment. Candidate should be physically capable of engaging in gardening and youth activities when necessary. Position may require being on feet for long periods of time. Physical requirements include: sight, hearing, standing, stooping, running, and strenuous sports related activities.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.