



Position: Community Engagement Coordinator

Reports to: Executive Director

Supervises: Volunteers

Schedule: Part Time, Tuesday to Saturday 8am - 1pm & events as needed

Compensation: \$20.00 an hour/ 25 hours per week

The Community Engagement Coordinator at Solidarity Sandy Springs is responsible for managing volunteer recruitment, outreach activities and fostering community partnerships. This role requires exceptional customer service and data analysis skills to drive continuous improvement. Working closely with the Executive Director and other team members, the Community Engagement Coordinator will oversee operations and collaborate with external stakeholders to promote community engagement within the organization.

Duties and Responsibilities

- Coordinate volunteer recruitment and outreach activities to ensure a growing, diverse, and qualified volunteer pool that meets Solidarity Sandy Springs strategic needs.
- Identify and pursue opportunities for collaboration with community partnerships to support volunteer recruitment and establish connections with relevant community groups.
- Provide excellent customer service to potential volunteers, delivering accurate and inspiring information.
- Coordinate retention efforts, including those for the pantry, events, community building, and recognition initiatives.
- Build and support a robust volunteer program, engaging current and former volunteers while maintaining volunteer service descriptions.
- Organize our volunteer recognition programs and special events, supporting volunteer communications and publications.
- Support the evaluation of volunteer recruitment and marketing efforts, collaborating with the Executive Director and Board of Directors Communications Committee.
- Organize monthly recruitment team meetings and provide reports on marketing and recruitment strategies as it relates to volunteer engagement.
- Support organizational initiatives and events as an active team member.
- Establish and maintain effective relationships with staff, board, volunteers, and community partners.
- Manage and monitor volunteer recruitment platforms and databases.
- Fulfill other duties as assigned by the Executive Director, demonstrating flexibility in a small non-profit organization.



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Desired Skills and Attributes

- Friendly and approachable demeanor, positive attitude, and genuine interest in interacting with staff, volunteers, board members, and donors.
- Bilingual proficiency in Spanish is highly desired including: reading, writing, listening, and speaking.
- Display exemplary confidentiality, diplomacy, and discretion in communications.
- Exhibit strong judgment, initiative, and problem-solving for diverse stakeholders.
- Excellent interpersonal communication skills, including oral, written, and nonverbal communication.
- Proficient in coaching while setting clear expectations, adept at both collaborative and independent work.
- Highly skilled in prioritization to meet multiple deadlines and fostering meaningful partnerships.
- Solution-oriented with exceptional problem-solving abilities and excellent communication skills tailored to diverse audiences.
- Preferred experience with Proficiency in Microsoft Office Suite, Google Workspace, Canva or Adobe Creative Suite and Bloomerang or a similar donor database.

Qualifications

- Passion for mission-driven work.
- 2-4 years of administrative support experience.
- 1-2 years of leadership experience.
- Must pass a comprehensive background check.
- Must be able to lift up to 30 lbs off the floor.

Submit resume with 3 references to careers@solidaritysandysprings.org.