



## **SPARK Outreach Director**

SPARK's Outreach Director will provide program and administrative leadership that allows for SPARK to maintain an organized and positive relationship with the community. They will communicate with groups of volunteers, along with organizations and leaders when preparing for service-learning projects, while prioritizing SPARK's short-term trips in the Winston-Salem community and beyond.

### **Job Responsibilities:**

- Direct SPARK's short-term trip program
- Direct SPARK's annual Cozy Bundle, a holiday program that serves 500 children
- Lead and organizes intergenerational year-round service opportunities and logistics, specifically contracted groups of 10-150 volunteers: schools, corporations and organizations with clear communication beforehand and following project
- Coordinate SPARK's once a week after school program
- Lead SPARK's team when collaborating on annual case for support and newsletters
- Engage with community leaders to think creatively and equitably about service
- Communicate with direct report, SPARK's Executive Director

### **Work and Benefits:**

\$38,000 yearly salary, 32 hours weekly

Salary includes health insurance premium

Summer bonus of > \$1,500

Flexible work schedule, paid vacation and sick leave

Preferred two year commitment

### **Qualifications / Skills:**

- Verbal communication
- Organization
- Professionalism
- Community focus
- Confidentiality
- An open presence toward ALL people

**Education and Experience:** Completed at least four undergraduate semesters or has equivalent experience in the following: short-term service, knowledge of youth development, community organizing.