



ECKAN Job Description

Director of Community Engagement

SUPERVISOR: CEO

SUPERVISES: volunteers

FUNDING SOURCE: CSBG

EXEMPTION STATUS: Exempt

WORK PERIOD: 30 hours per week

MISSION STATEMENT: The Director of Community Engagement has the responsibility of the administration of the Volunteer Center, Youth Action Council and Youth In Government programs.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

- Responsible for the Youth Action Council (YAC) and Youth In Government (YIG) programs.
- Works to develop understanding of volunteering within the community.
- Connects people with volunteer opportunities by recruiting and referring volunteers to agencies.
- Promotes special events on volunteering or other agencies events, such as, volunteer fairs and recognition ceremonies.
- Builds capacity for effective local volunteering by providing volunteer management trainings to local agencies.
- Work with counties in the ECKAN service area in starting volunteer projects.
- Coordinate and advise volunteer activities of agency programs.
- Assist YAC and YIG in planning and coordinating service projects, provide youth leadership training, act as a liaison between youth and City of Ottawa and assist youth in conducting bi-monthly meetings.
- Promote the Volunteer Center and volunteering through media coverage, newsletters, public speaking, etc.
- Update the Volunteer Opportunity Booklet on an annual basis.
- Act as a liaison between the community and volunteer agencies.
- Plan and carry out the National Days of Service (National Volunteer Week, National Family Volunteer Day, Make a Difference Day, etc.)
- Write grants for funding for volunteer projects.
- Provide training and resources to agencies as needed.
- Evaluate the scope and depth of partnership.
- Develop a partnership tracking tool.
- Create and implement a community awareness plan that includes informing the public of ECKAN program services and poverty related challenges.
- Serve as liaison with United Way.

ADDITIONAL:

- This job requires extensive travel within the service area.
- Must be able to sit for long periods of time.
- Must be able to attend overnight, out-of-state conferences.
- Assist with other duties as assigned by supervisor.

QUALIFICATIONS ESSENTIAL:

- Bachelor's degree in related field or equivalent work experience.
- Excellent verbal and written communication skills and a strong ethic of service.
- Excellent public relations skills
- Knowledge of community and local agencies.
- Experience working with youth.
- Experience working with statistics, data collecting, reporting and evaluation.
- Ability to work a flexible schedule, including days evenings and weekends.
- Excellent computer skills (Microsoft Office, especially Word and Excel).
- Be able to pass required background checks.
- Must possess a valid Kansas driver's license, vehicle and proper insurance.
- Must be able to work in all types of weather and road conditions (rain, sleet, snow, ice, thunderstorms, wind, heat, cold, etc.)
- Attend staff meetings, workshops, and in-service training provided by the agency.
- Support the ECKAN code of ethical conduct.
- Maintain confidentiality of all agency information.
- Maintain accurate and up-to-date records per policies and procedures.

Signature: _____

Date: _____