



## **Community Outreach and Marketing Coordinator Job Description**

*The Community Outreach and Marketing Coordinator reports to the Executive Director.*

### **The job description is as follows:**

- Present information about Forbes House and domestic violence to businesses, community organizations and partnering agencies.
- Explore and create new outreach opportunities for Forbes House.
- Establish and maintain professional relationships with community and business partners.
- Purchase and compile educational material for community education presentations.
- Create and send the quarterly newsletter to donors.
- Create and send the monthly newsletter to volunteers.
- Track prevention and outreach efforts.
- Recruit and train volunteers.
- Schedule volunteer time for shelter.
- Identify methods for volunteer appreciation.
- Create marketing materials.
- Contribute to organization's social media platforms.
- Maintain records of volunteers' service hours, both annually and cumulative.
- Answer phone calls and direct messages to appropriate personnel.
- Other duties as required due to programmatic changes.

### **Preferred Skills:**

- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Strong organization skills
- Ability to prioritize tasks
- Team-oriented approach to work
- Familiarity with social media platforms and social media management systems
- Creativity and interest in design

### **Schedule:**

This position is a full-time, 40-hour per week schedule. It will occasionally involve evening and weekend hours.