

Position Title	Community Engagement Coordinator
About Us	Greer Relief is a nonprofit human service organization where every neighbor matters. We are dedicated to providing Stability & Empowerment programs to help our neighbors in need become neighbors who thrive. We seek to reflect the diversity of the community and are committed to partnerships that support healthy lifestyles and families. The long term goal of Greer Relief is to help neighbors identify and treat/correct/improve their barriers, not just the immediate need, thus leading to long-lasting success.
Description	The Community Engagement Coordinator (CEC) is a program manager. The CEC provides scheduling, coordination and supervision of the Empowerment program (RENEW) services. It is important for the CEC to believe in and commit to the mission of Greer Relief and infuse this into the program. This is a highly collaborative position and requires a creative, flexible team-player who is willing to learn, loves to try new things and can think on their feet.
Reports To	Executive Director

The Community Engagement Coordinator will perform the following tasks:

PRIMARY DUTIES

- Act as the single point of contact for the Empowerment program and the JVSC partners.
- Seek out and engage in community events to promote Greer Relief, focusing on the Empowerment program with the goal of recruiting additional support and/or volunteers.
- Seek to strategically improve the Empowerment program
- Participate in staff meetings
- Adhere to the "Ethical Standards for Human Service Professionals"
- Complete other tasks as needed and/or assigned

RENEW Program

- Recruit, screen, schedule, and retain RENEW Volunteer Educators
- Publicize RENEW class schedule on website, social media, and email.
- Develop & maintain RENEW policies and procedures
- Maintain accurate records on volunteer & neighbor participation
- Provide ongoing support and guidance for RENEW volunteers
- Coordinate the RENEW Shoppe, including at the Christmas Morning Shoppe
- Research, collaborate, and aid in writing grant funding opportunities for RENEW
- Co-coordinate annual Neighborhood Connections event.

FoodShare

- Coordinate the process, ordering & volunteers for the bimonthly fresh food box program.

JVSC Program

- Build and maintain relationships with current JVSC partners
- Meet with potential JVSC partners with the goal to add them to the Center.
- Oversee the JVSC calendar to prevent overlapping events.
- Oversee the JVSC meeting spaces to make sure they are ready for use.
- Coordinate with Operations & Administration Manager with any supply or operation

MINIMUM EXPERIENCE / EXPERTISE:

- **SCHEDULE:** Full-Time, exempt position requires occasional evening and weekend hours
- **EDUCATION:** Bachelors Degree or equivalent experience
- **EXPERIENCE:** Two (2) years of comparable work experience in human services and/or customer service or a closely related field, experience coordinating in a volunteer environment a plus, bilingual in Spanish a plus
- **SKILLS:**
 - Strong oral and written communication skills with diverse groups and individuals
 - Organized, efficient, and self-motivated with strong attention to detail, follow-through and ability to execute complex processes accurately
 - Able to deal well with stressful situations and a wide variety of people
 - Reliable, honest and able to maintain a high level of confidentiality
 - Knowledge of and experience with social media is highly desirable

GREER RELIEF

EVERY NEIGHBOR MATTERS

J. Verne Smith Center
202 Victoria Street

P.O. Box 1303
Greer, SC 29652-1303
Phone (864) 848-5356
info@GreerRelief.org

- **COMPUTER SKILLS:** Comfortable with using office equipment, i.e. scanner, copier, fax machine, printer, etc. proficient with Microsoft Outlook, Word, Excel and PowerPoint, as well as comfortable learning new software. Knowledge of WordPress is helpful, but not required.
- **PHYSICAL:** Must be able to lift up to thirty (30) lbs.
- **TRANSPORTATION:** Must have a valid driver's license and personal vehicle for work related travel.
- **COMPENSATION:** \$33,000-38,000 depending on experience
- **All Staff of Greer Relief and Resources Agency must successfully complete a criminal and financial background investigation.**
Greer Relief & Resources Agency is an equal opportunity employer & a drug free workplace.