



## Community Engagement Specialist

### Full-time Employee

The Community Engagement Specialist is responsible for building and strengthening Brightpaths' presence throughout the community by coordinating outreach efforts, fostering meaningful partnerships, and increasing awareness of the organization's mission and services. This full-time position leads the planning and execution of community events, health fairs, and outreach activities; recruits, trains, and manages volunteers; and serves as a welcoming ambassador for Brightpaths. This specialist coordinates community fairs, outreach **events**, and educational activities; recruits, trains, schedules, and recognizes **volunteers**; and develops strong **relationships** with community partners to increase awareness of Brightpaths' programs.

As the face of Brightpaths in the community, this position has the opportunity to creating opportunities for families, volunteers, partners, and supporters to connect with the organization's mission, ensuring more families have what they need to thrive.

Brightpaths is looking for a passionate, dynamic person to make a difference in the community by being a liaison between Brightpaths and the community through events and volunteers. If you enjoy building relationships, bringing people together, and inspiring others to get involved, you'll have the opportunity to create lasting impact right here in your own community.

Brightpaths serves Clarke, Oconee, Oglethorpe, Madison, Jackson, Walton, and Barrow counties.

### Essential Functions

#### Community Events:

- Coordinate all Brightpaths-hosted community events.
- Coordinate Brightpaths' participation in partner events, health fairs, and community outreach activities.
- Maintain and organize outreach materials, displays, and event supplies.
- Recruit, schedule, and coordinate staff and volunteers for community events.



- Plan and coordinate Child Abuse Prevention Month activities each April.
- Represent Brightpaths professionally at community events and serve as an ambassador for the organization.
- Build and maintain relationships with community organizations, businesses, schools, and other partners to expand awareness of Brightpaths' services.

### **Volunteer Coordinator Duties:**

- Respond promptly to volunteer interest inquiries.
- Send and collect all required volunteer paperwork.
- Maintain accurate volunteer and intern files and databases.
- Complete background checks for volunteers working directly with children.
- Match volunteers with appropriate programs and opportunities.
- Maintain volunteer scheduling tools (e.g., SignUpGenius).
- Keep volunteers engaged through regular communication, including emails, texts, cards, and recognition activities.
- Collaborate with program staff to identify volunteer needs and placements.
- Produce a monthly volunteer newsletter highlighting opportunities, upcoming events, and volunteer recognition.
- Coordinate quarterly volunteer orientation and training sessions.
- Plan and oversee annual volunteer appreciation activities.

### **Performance/Physical Requirements:**

- Work is performed in the office and in designated sites in the community. This may involve extensive driving with own car
- Excellent interpersonal and communication skills
- Interact professionally with coworkers and representatives from outside agencies
- Organizational skills and attention to detail
- High energy and enthusiastic to engage families and promote events.
- Ability to lift 30 to 50 lbs

### **Qualifications:**

- Must be at least 21 years of age.
- Valid driver's license, reliable transportation, proof of automobile insurance, and a safe driving record.
- Ability to pass a criminal background check.
- Bilingual (English/Spanish) preferred but not required.



- Experience coordinating volunteers, events, community outreach, or nonprofit programming is preferred.
- Passion for strengthening families and engaging the community.

Apply at **[brightpathsathens.org/jobs](https://brightpathsathens.org/jobs)**

For more information or questions, please contact [info@pcaathens.org](mailto:info@pcaathens.org)