



JOB DESCRIPTION

Job Title: Community Engagement Coordinator

Reports to: Directors of Community Engagement
 Status: Full-Time, Non-Exempt
 Supervises Others: Volunteers
 Location: In-Person, Santa Ana, CA
 Pay: \$24 -\$27 per hour

SUMMARY:

The Community Engagement Coordinator executes OneOC Signature Events: The Spirit of Volunteerism Awards and Community Cup with direction from Community Engagement Managers and supports the execution of The Civic 50 OC event. The Community Engagement Coordinator also provides daily administration and recruitment support for OneOC Volunteer Program and Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Signature Events

- Executes all logistics to deliver successful event:
 - Formstack and/or other event platform expertise – manages building registration for tickets, teams, honorees, blogs, and more.
 - Designs program for events; creates Run of Show and event flow.
 - Works closely with venues and city permitting, if needed.
 - Builds upon task lists and creates new SOPs, as needed, while executing events.
 - Leads staff prep and debrief meetings, assigns staff roles for event.
- Partners closely with marketing to develop and oversee execution of a marketing plan for each event.
- May be asked to create/design event graphics – experience in Canva is a plus!
- Makes recommendations for future Signature Events budgets.
- Adheres to organization budgets; provides explanations for variances.
- Identifies challenges and barriers, communicates effectively with team and directors, and provides solution options.
- Communicates clearly and in a timely manner with key stakeholders, internal and external, regarding event support and participation.
- Works closely with salesforce manager to ensure ticket sales are being tracked correctly.
- Works closely with Community Engagement team to ensure sponsor recognition & deliverables at events.
- Co-leads volunteer committees for Spirit of Volunteerism and Community Cup events with Community Engagement manager.
- Provides input and recommendations for sponsorship tiers and revenue opportunities at events.

Volunteer Program

- Provides administrative and community outreach event support for the OneOC Volunteer program.
- Supervise internal skills-based volunteers to support events and other office functions.
- Plans and supports volunteer recruitment activities for OneOC such as attending expos, planning small community outreach events, and may include giving small group presentations.
- Builds relationships with businesses and venues in Orange County.
- Provides administrative support for grants related to volunteer programs.

- Will be asked to support entry of volunteer data, including applications, placements, and volunteer hours.
- Performs basic volunteer management practices, with strategic direction from team manager or director, as needed: recruitment/screening, onboarding/orientation, training, retention, recognition, and evaluation. Tracks work and progress.

ADDITIONAL RESPONSIBILITIES:

- Supports the mission, vision, values, and goals of OneOC.
- Learns and retains best practices in working with volunteers.
- Participates in OneOC team goal setting, monitoring, and evaluation process.
- Assists with other volunteer- related duties as assigned on a regular or occasional basis.

EDUCATION AND/OR EXPERIENCE:

- High school diploma required; bachelor's degree preferred.
- Minimum two years of event planning experience.
- Grant experience preferred.
- Minimum two years of office experience performing detailed data administrative tasks.
- Customer service experience required.

COMPUTER & EQUIPMENT SKILLS:

- Proficient in Microsoft office.
- Uses typical office equipment.
- Experience with Canva, MailChimp, Salesforce and Volunteer Management database systems preferred.

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Safely drives own vehicle for business purposes; drives rented vehicles, (e.g., U-Haul trucks), up to 26 feet for projects as needed.
- Exposed to typical office environment conditions and noise levels.
- Willingness to travel for offsite events.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to keep a calendar and reliably show up on time or early for obligations such as meetings and events.
- Able to set goals based on available information and to plan work to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Able to understand, comply, and implement established processes, practices, and systems.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.

- Able to present effective and compelling messages to individuals, groups, and the public.

OTHER JOB REQUIREMENTS:

- Organizes workload throughout the day to meet project timelines and deadlines.
- Maintains professional behavior, dress, and appearance at all times.
- Attends meetings and trainings as requested.

To apply: Forward your cover letter and job description to HR@OneOC.org

OneOC is an equal opportunity employer.