

Kenzie's Closet Job Description

Community Engagement Manager

FLSA: Part-time seasonal (school year September through May – summers off), salaried

Location: On-site/Remote combination and flexible

SUMMARY OF JOB DUTIES: The Community Engagement Manager is responsible for developing and maintaining positive relationships with schools, community partners, recruiting/managing volunteers, implementing social media and public relations activities, assisting with fundraising events and other duties as assigned by the Executive Director.

Specifics:

COMMUNITY, PUBLIC RELATIONS AND FUNDRAISING

- 1) Build and maintain positive relationship with schools, donors, and community partners, volunteers, public at large.
- 2) Coordinate with PR/Media consultants upcoming events, messaging and branding.
- 3) Visit schools and execute student recruitment/school referral efforts.
- 4) Liaison with similar teen-focused social services and community agencies.
- 5) Create and manage a youth council/advisory board of teen influencers.
- 6) Serve as official spokesperson to media in absence of/direction from Executive Director.
- 7) Participate in special, media and other events as needed.
- 8) Provide and/or assist with boutique tours.
- 9) Create minimum of 3 e-newsletters each year.
- 10) Coordinate and attend school and business service days.

SHOPPING SEASON

- 1) Create and distribute shopping calendar, referral process and information as needed/each season.
- 2) Work with referral partners to recruit students, coordinate shopping day information.
- 3) Coordinate volunteers and schedule for shopping days, other opportunities.
- 4) Create positive environment for parents, shoppers, and referrers during shopping season.
- 5) Assist with training volunteers when needed.

SOCIAL MEDIA

- 1) Develop content for web page with current events and photos.
- 2) Create engaging digital content and update social media.
- 3) Seek partnership opportunities with potential partners, schools, social service agencies.

OFFICE OPERATIONS

- 1) Responsible for the integrity of the data base with current contact information for school personnel, social workers, and referral agencies.
- 2) Provide office support for annual fundraiser, and other fundraising/outreach events as needed.

QUALIFICATIONS AND SKILLS

- 1) Love the mission!
- 2) Excellent communication skills and outgoing personality.
- 3) Availability during school hours and occasional evenings for site visits, donation drives, etc.
- 4) Proficiency in creating website, social media and other digital content.
- 5) Independent thinker and self-motivated.
- 6) Ability to supervise, value, and motivate volunteers.

WORKING CONDITIONS

- 1) Attendance at all Shopping Days is mandatory.
- 2) Combination on-site and remote working environment/flexible schedule (except Shopping Days).
- 3) Bi-monthly pay, no benefits.
- 4) Business operates Monday through Thursday. Kenzie's Closet is closed on Friday.

REPORTING RELATIONSHIP

- 1) This position reports to the Executive Director.
- 2) This organization is governed by a Board of Directors.

The above statements are intended to describe the general nature and level of work required in this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Interested applicants should submit their cover letter and resume to: admin@kenziescloset.org by November 15, 2021.