

# Community Engagement Specialist



## About the Organization:

HOSC mobilizes people to lend their time, talents, and voices to increase the capacity of nonprofits and schools and drive change in 44 suburban communities. HOSC refers volunteers to 100+ community partners and harnesses the power of volunteerism to benefit at-risk students, enable vulnerable populations to age in their homes, and improve communities by providing critical resources to high-needs populations. HOSC partners with nonprofits, schools, and government bodies, providing services to underserved populations, including victims of violence, the disabled, veterans, seniors, youth, and those needing food, shelter, mental health services, and other vital assistance.

## Environment and Culture:

At HOSC, we foster a collaborative and inclusive culture. We value teamwork and individual contributions, all aimed at supporting the needs of our diverse communities.

Our work environment includes:

- Work-from-home days and flexible working hours.
- Growth opportunities
- Relaxed atmosphere
- On-the-job training
- Casual to business casual work attire

## Position Summary:

The Community Engagement Specialist recruits, engages, and retains nonprofits, community partners, and volunteers through outreach and external events. They are instrumental in engaging nonprofits and community partners, building capacity, and creating diverse and equitable service opportunities. This position is vital in recruiting new and preserving current nonprofits, faith communities, and government body partners and ensuring they have a beneficial relationship. A priority is placed on developing and maintaining sincere and quality relationships, understanding, and supporting the organization's needs. The position requires independent and collaborative work with other team members to ensure program and project success.

## Responsibilities:

- Inspire and cultivate nonprofits to engage volunteers for service within their organizations.
  - Plan, organize, and lead nonprofit membership efforts, creating a culture of inclusion and engagement and providing excellent customer service.
    - Develop a pipeline of partnerships.
    - Plan, coordinate, and execute membership drive(s)
    - Ensure ongoing engagement with partners.
    - Analyze and survey partners to ensure continuous improvement.
  - Develop relationships throughout the nonprofit community and civic landscape.
  - Manage the partner connection side of the database.
  - Ensure all data is collected and analyzed, and reports are provided and managed in HOSC's database.
  - Implement grant performance measures and the organization's strategic goals and objectives.
  - Utilize constituent relationship management system to document interactions and contact information and assign appropriate communications.
  - Collaborate with the Volunteer Engagement Specialist to build relationships between the non-profit and corporate sectors on ways to increase volunteerism, engage nonprofits, and increase capacity.
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- Collaborate with the Director of AmeriCorps Seniors to provide support for community partners.
- Collaborate with the school programs to assist with partnerships and engagement.
- Relay content and testimonials to the Communications and Marketing Specialist and contribute to a biweekly eNewsletter, social media messaging, and website content.
- Collaborate with Operations and Data Specialist to ensure data integrity and reporting.
- Exercise discretion and independent judgment regarding matters of significance.
- Duties as assigned.

**Knowledge, Skills, and Abilities:**

The Community Engagement Specialist has at least 4 years of experience working in nonprofits with volunteers and outreach. They have experience in relationship management, engagement activities, training, events, and monitoring resources and outcomes.

**Specific requirements include:**

- Minimum of a bachelor’s degree preferred.
- Ability to pass a background check (per federal grant guidelines).
- Certification in Volunteer Administration preferred or at least 4 years of experience.
- Proficient in using technology as a management and reporting tool.
- Highly collaborative style; experience developing and implementing volunteer engagement strategies and engaging volunteers in their work.
- Strong track record as an implementer who thrives on managing various key initiatives concurrently.
- High energy, maturity, and leadership with the ability to serve as a unifying force and to position volunteer, partner, and training discussions at both the strategic and tactical levels.
- Proficiency in Microsoft and Google products. Working knowledge of Adobe, Salesforce, CMS management, and Asana for project management preferred.
- Strong public speaking skills and experience in training preferred.
- Competency in Spanish preferred.
- Illinois driver’s license and access to reliable and insured transportation required.

**Schedule: Full-time/ Monday-Friday**

**Physical Factors:** Ability to travel to multiple sites and locations, to work on a computer for multiple hours, and to lift and carry 40 pounds safely.

**Working conditions:** Collaborative, hybrid work environment. The position may require early mornings, evenings, and weekends.

**Compensation:**

- \$36,500 - \$38,000
- Benefits: Health and dental insurance, and time off (vacation, sick, personal time, and holidays).
- Flexible work schedule and hybrid work environment.

**Main Office Location:** HandsOn Suburban Chicago, 2121 S. Goebbert Road, Arlington Heights, IL

**To Apply,** please send a cover letter and résumé to [humanresources@handsonsuburbanchicago.org](mailto:humanresources@handsonsuburbanchicago.org). In the subject line, please include **Community Engagement Specialist**.