



VOLUNTEER & COMMUNITY OUTREACH COORDINATOR

REPORTS TO: CDMO

EMPLOYMENT TERMS: FT

ORGANIZATION HISTORY AND IMPACT

YWCA Northern New Jersey [YWCA NNJ] is on a mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities. We are one of the oldest and largest women's organizations in the nation, serving over two million women, girls, and their families.

YWCA NNJ has been at the forefront of the most pressing social movements for 160 years — from voting rights to civil rights, from affordable housing to pay equity, from violence prevention to health care reform. Today, we combine programming and advocacy in order to generate institutional change in three key areas: racial justice and civil rights, empowerment and economic advancement of women and girls, and health and safety of women and girls.

Today, YWCA NNJ is powering change by addressing the immediate needs of women and girls and the root causes of those needs. We pride ourselves on delivering services and programs designed to meet the unique requirements of local communities across our counties.

YWCA NNJ is tackling the most challenging and pressing social justice issues facing our constituents:

- Working to end gender-based sexual harassment and violence.
- Providing affordable and educationally driven childcare and after-school programs.
- Addressing the dehumanization of individuals facing homelessness and migrants in search of refuge and safety.
- Increasing access for women and LGBTQ+ and other marginalized communities to fair workplaces, reproductive health care, and safety.

Our vision of a world where all women and girls are free ignites our collective imagination, guides our organizational practice, and is the constant benchmark we strive toward. In service of this vision, we lead strategic initiatives and policy campaigns to fight for the rights of women and girls, while centering people of color.

PRIMARY PURPOSE

YWCA NNJ Volunteer and Community Outreach Coordinator (VCOC) to facilitate community outreach, coalition building, and volunteer engagement as part YWCA NNJ's growing team. The VCOC will be primarily tasked with organizing outreach events throughout the five counties we serve, overseeing a diverse array of volunteer working groups, and building coalitions. The VCOC will also play a major role in shaping strategies for YWCA NNJ's social media presence and community communications. The VCOC will independently manage projects, supervising volunteers and interns.

The successful candidate will be forward-thinking and client-focused in the direction and relationship development of outreach and volunteer programs and connections. They will also ensure the vision and goals of the organization remain client focused and that collaboration with community partners align with our mission and vision. Create strategic plans outlining trackable outcome measures solidifying continued grant funding opportunities. Endorse positive collaboration among community leaders and ensure that delivery of information is timely and pertinent to promote ideal communication both internally and externally.

PRIMARY RESPONSIBILITIES

Reporting to the CDMO, the VCOC will work closely with other members of the Mission Based team. The VCOC is responsible for:

LEADERSHIP

- The Volunteer and Community Outreach Coordinator (VCOC) facilitates community outreach, coalition building, and volunteer engagement as part of YWCA NNJ's growing team.
- The VCOC will be primarily tasked with organizing outreach events at local community centers overseeing a diverse array of volunteer working groups and building coalitions.
- The VCOC will also play a major role in shaping strategies for YWCA NNJ's social media presence and community communications.
- The VCOC will independently manage projects, supervising volunteers, and interns.
- The VCOC will be based in YWCA NNJ's office and reports to the CDMO.

EXTERNAL RELATIONSHIPS

- Build external relationships, collaborations and partnerships with other organizations in order to broaden services. Identify potential new relationship targets and strategize with the Mission Based Programs Manager.
- Manage and prioritize relationships with key partner organizations. Ensure Programs introductions are timely and that the Mission Based Programs Manger is involved in relationships at the appropriate and necessary level.
- Promote program wins and volunteer success stories throughout the organization including collaborative partners to keep individuals motivated and informed about YWCA NNJ.
- Promote clear communication and collaboration between all departments throughout the organization to ensure succinct progress toward current goals.

SKILLS AND ACCOMPLISHMENTS

- Substantial experience in grass-roots mobilization, civil rights/issues advocacy
- Impeccable writing skills
- Excellent communication and interpersonal skills
- Strong problem solving, time-management, and organizational skills
- Strong proficiency in digital outreach and social media engagement
- Experience with event planning and project management
- Experience with strategic messaging and issue-framing
- Ability to independently plan and execute complex projects

PROFESSIONAL QUALIFICATIONS

Bachelors with 2+ years' experience in nonprofit community outreach and engagement. Ability to work independently and collaboratively with diverse populations. Skilled in verbal and written communications. Exceptional time management and organizational proficiency.

YWCA is an Equal Opportunity Employer committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, and service partners. Therefore, YWCA NNJ employment, advancement and leadership recruitment processes ensure diversity in terms of age, color, disability, ethnicity, gender, gender identity or expression, marital status, origin or ancestry, race, religion, sexual orientation, genetic information, and/or military or veteran status.

Please submit a resume to: jobs@ywcannj.org