



Improve the quality of life for Hispanics/Latinos through promoting community inclusion, education, health and multicultural understanding.

Job Title: Community Engagement and Resource Coordinator

Posting Date: November 10, 2015

Application Deadline: November 30, 2015

Brief Description: The Community Resource and Engagement Coordinator is an energetic individual with proficiencies to handle Volunteer Management, Community Event Organization, Middle Schools Achievers, Social Media and General Administration.

Tasks involve: recruitment of volunteers for events and to help in the office and with administrative needs; organization, coordination of Middle School Achievers program including volunteers; promotion of fundraising events; writing e-news releases and updating website/social media; assistance with management of contacts/sponsors/donors with businesses and organizations; and any additional support needed on behalf of the Hispanic League.

Skill Requirements: The ideal candidate for this position uses creativity and innovation to advance the mission of the Hispanic League; has the extraordinary capacity to take on new tasks and get them done, can build great relationships with diverse groups of individuals, can ensure detailed data collection for administrative, Middle School and special event management; strong social media skills (Face Book, Twitter, updating website etc.), and is a champion for the Hispanic League.

Location: Hispanic League Office, 690 Coliseum Drive, Winston Salem NC 27106
Hours/Days: Monday - Friday (Must be able to work weekends /extended hours as necessary for events)
Status: Full-time; Exempt
Starting Salary: \$28,000-\$33,000
Reports to: Executive Director

Qualifications:

- Bilingual/bicultural (must be fluent in English and Spanish) and able to communicate/translate in both languages
- Experience working with the Hispanic/Latino population.
- Strong interpersonal, organizational, verbal and written communication skills.
- Preferred candidate will have a 4-year college degree in marketing/related field or an equivalent combination of education and experience.
- Management and experience coordinating volunteers
- Proficiency in Microsoft Office, Publisher, Adobe Illustrator and other software programs Volunteer Spot, I-Contact, Constant Contact are a plus!
- Ability to organize office workflow and prioritize work assignments.
- General knowledge of office management procedures and techniques.

Submit Resume to:

Mari Jo Turner
Executive Director
Hispanic League
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The Community Resource and Engagement Coordinator Job Description

The Community Resource and Engagement Coordinator is an energetic individual with proficiencies to handle volunteer management, community event organization, Middle social media and general administration who uses creativity and innovation to advance the mission of the Hispanic League.

General Tasks:

- Recruitment of volunteers to help in the office and for special events;
- Organization, coordination and promotion of fundraising events;
- Organization, coordination and promotion of Middle School Achievers;
- Writing e-news releases and updating website/social media;
- Assistance with management of contacts/sponsors/donors with businesses and organizations;
- Serve on Spanish Nite, Fiesta, Running of Bulls and Marketing Committees.
- Available to work some evenings and weekends as required on behalf of the Hispanic League.

Skill Requirements:

- Ability to demonstrate effective communication skills both verbally and in writing. Spanish language reading and writing proficiency preferred.
- Capacity to take on new tasks and get them done, with attention to detail.
- Builds great relationships with individuals, board, committee members, staff, and volunteers with diverse backgrounds.
- Oversees detailed data collection for administrative and special event management;
- Utilizes strong social media skills (Face Book, Twitter, updating website etc.)
- Proficiency in the use of computers, software and other peripheral office equipment.
- General knowledge of office management procedures and techniques updating skills as needed.

Specific Daily Tasks:

- Greets visitors to the office in a pleasant and professional manner.
- Answer phone calls and takes messages
- Assist in coordinating all administrative functions as appropriate.
- Helps produce and update websites and newsletters as needed
- Responds to queries from individuals/students/businesses/community for information.
- Assists as needed with administrative needs photocopying, forms, translation of materials, preparation for grant applications, reports, etc.
- Assists with and helps coordinate special events (Spanish Nite, Fiesta, Running of the Bulls); programs (Middle School Achievers) and receptions for guests (Annual Meeting, BookMarks).
- As appropriate helps to track and maintain contact with Scholarship Recipients, Alumni and Sponsors.
- Tracks and monitors news and media information about Hispanic League programs and events.
- Offers guidance and management to office volunteers and student interns as necessary.
- Performs other related duties as assigned.