



## Community Outreach Liaison

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<b>Position reports directly to:</b>	Director of Development; Chief Operations Officer
<b>Positions that report directly to this position:</b>	Interns and Volunteers
<b>Primary location:</b>	Outreach Office
<b>Schedule and overtime:</b>	Schedule as assigned, dependent on events Overtime-eligible
<b>Starting pay rate:</b>	\$17 -\$20/hour

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### Recommended Qualifications and Skills:

Strong written and verbal communication abilities, well developed organizational skills, excellent time management and flexible availability. High capacity for efficient multi-tasking, problem solving, and self-motivation. Relevant experience with assessing, scheduling and coordinating volunteers. Possess the ability to professionally engage with a variety of diverse community groups as a representative of Peaceful Paths. Proficiency in technology usage particularly experience with Canva, CRM programs, and social media platforms. Commitment to feminist principles and basic understanding of empowerment-based, mission driven services. Must be able to pass a level 2 background screening and provide a valid Florida driver's license with a safe driving record.

### Physical Requirements:

Ability to:

- Move about the Outreach and Residential properties along with other community sites as events require
- Actively provide instruction and guidance to individuals/groups that are working on project and/or event tasks
- Drive agency vehicles, including transporting supplies, donations and/or individuals as needed
- Participate in light to moderate lifting, in addition to moving and organizing items/supplies
- Sit at a desk or work station for up to 6 hours
- Operate (including basic troubleshooting) computers, printers and other agency technology

### Principal Job Duties:

As a part of the Development team, this position supports both development projects and volunteer engagement with the goal of community outreach. The breakdown is as follows:

#### Volunteer/Outreach Responsibilities:

- Coordinate the recruitment and onboarding of volunteers/interns to support program needs
- Maintain an accurate volunteer database and files, including the designated volunteer email
- Schedule and supervise volunteers and/or staff participation during Peaceful Paths' events or special projects
- Coordinate tabling and speaking engagement requests while maintaining the agency's community engagement calendar
- Coordinate community donation drives with appropriate parties

## Job Announcement

### **Development Responsibilities:**

- Assist the Development Director with planning and completing fundraising events and development initiatives
- Attend all fundraising events
- Create and share content as requested through various print and digital methods, including social media, newsletter, and website
- Assist the Development Director in training and supervision of interns
- Assist in data entry and maintenance of agency event and donor management software
- Assist with donor engagement efforts
- Oversee the organization and upkeep of development spaces within the Outreach Office

### **Secondary Job Duties**

1. Attend staff meetings and trainings as designated
2. Provide support throughout the agency as requested

Please send cover letters and resumes to [stephanief@peacefulpaths.org](mailto:stephanief@peacefulpaths.org) Attn: Stephanie Freas.

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