



POSITION TITLE: Outreach Marketing Coordinator (*Full-time*)

RESPONSIBLE TO: Director of Operations/CEO

JOB DESCRIPTION: Under the direction and guidance of the Director of Operations/CEO, The Outreach Marketing Coordinator will establish marketing, maintain, and build partnerships with key community organizations, including outreach to educational, religious, civic and social organizations to increase participant enrollment into programs through marketing.

DUTIES AND RESPONSIBILITIES:

- Support Envision Community Services' mission, vision, and values; adhere to its policies and procedures in carrying out the responsibilities of this position
- Develop and maintain partnerships with select community, educational, religious, civic/social organizations, and businesses to increase awareness of, and support for ECS' programs.
- Establish and maintain relationships with other agencies and organizations in the community to meet community needs and to ensure that services are not duplicated.
- Social Media platforms, Website Management including flyers, Consent Contact system and newsletters.
- Assist in recruitment to sign up volunteers and participants.
- Develop and implement programs/projects and special events to increase overall public awareness and increase registration rates in the communities we serve; foster participation by program participants and volunteers to include staff.
- In conjunction with leadership teams, lead a volunteer chapter within assigned targeted communities, coordinate their efforts to promote ECS' programs and donations; encourage attendance/support of community-based programs and ECS' sponsored programs and support marketing and communication opportunities.
- Monitor and analyze effectiveness of outreach staff and volunteers' activities
- Liaison with staff and leadership team to develop community outreach programs for organizational events and participate in all working organizational events.
- Identify new corporate business opportunities and partnerships to increase donations and building awareness within targeted communities.
- Contribute operations information and recommendations to strategic plans and reviews.
- Coordinates Marketing Management.
- Provides support to HR and Workforce Development department in hiring events including all marketing online and flyers.
- Oversees the navigating systems through city portal, social services and collecting research data.
- Maintain the highest level of client confidentiality, in person and in practice.
- Participate in ECS scheduled training as applicable and weekly team meetings.
- Engages in public relations and marketing activities that promote the mission of Envision
- Accepts responsibilities of being a mandated reporter and acts in accordance with policies.
- Maintains knowledge in current field by attending seminars, workshops and in-service.
- Develops sponsored project proposals in compliance with sponsor guidelines.

www.envisioncs.org

****EQUAL OPPORTUNITY EMPLOYER****

Outreach Marketing Coordinator/ 04.12.2024

- Initiates the routing and obtains appropriate approvals prior to proposal submission from Supervisors.
- Hosts and facilitates both in-person and virtual information sessions for teams as needed.
- Ensures accurate and timely effort reporting for project personnel.
- Discloses conflicts of interest when required.
- Ensures integrity of projects. Follow all safety measures in all ECS activities and serve as a role model to all members of the organization by offering support, showing respect, and being empathetic as needed.
- Engages in all ECS organizational/program fundraising efforts as required (i.e annual gala working event or assigned) Such as being part of Fundraising Committee.
- Conduct other related duties as assigned, by Director of Operations/CEO/BOD.

This job description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of the job. Other functions may be assigned by the supervisor and management retains the right to add or change the duties at any time at its discretion.

QUALIFICATIONS:

- College degree preferred/equivalent experience in management considered Experience in supervision of staff and customers.
- Proficiency in computer applications.
- Excellent communication skills.
- Tech skills and virtual management.
- Bilingual/bicultural (Spanish) desired.
- Experience developing and executing community-based programs and events
- Experience using virtual meeting platforms and webinar software strongly preferred
- Access to a vehicle and valid Illinois Driver's License required.
- Willingness to travel and work flexible hours required.

REQUIRED SCREENINGS/CHECKS/TRAININGS

1. Drug screen
2. Mandated Report
3. CANTS Check
4. Background Check
5. Fingerprinting
6. Driver's Record
7. Health Check (due to Covid)
8. Sexual Harassment Training
9. Non-disclosure Agreement
10. Annual professional development training consisting of 16 hours assigned by ECS
11. Any other internal trainings brought by ECS

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Ability to drive personal car to various community locations within the service area to perform job functions
- Ability to speak publicly before a wide variety of audiences to motivate and inspire others
- Must be able to spend long hours sitting and using office equipment and computers
- Must be able to operate in an environment where interruptions can frequently occur
- Ability to work outside normal business hours including evenings and weekends
- Ability to lift and move 30 pounds
- Ability to spend extensive time participating with community leaders and at community events; traveling across designated service area
- Ability to use personal cell phone for business purposes outside of regular business hours

EEO STATEMENT

Our organization is committed to providing equal employment opportunities to qualified individuals with disabilities. When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to perform the essential functions of the job.

ECS and subcontractors are committed to a policy that provides a work environment that is free from discrimination and harassment. Envision Community Services is an equal employment opportunity employer and prohibits any conduct that is discriminatory or harassing in nature or that adversely affects an employee's terms or conditions of employment because of their race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition, including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation; and to making all employment decisions so as to further this principle of equal employment opportunity. These equal employment opportunity practices apply to hiring, training, promotions, salary administration, job assignment, benefits, discipline, termination and all other aspects of the job.

SALARY/BENEFITS:

- Health benefits available to full time employees
- \$20 to \$26 hourly range

OTHER:

ECS is an "At-Will" employer and reserves its rights to practice as such. ECS can terminate your employment at any time, for cause or without cause. Your employment at ECS is at-will employment. No supervisor, manager or other representative or employee of ECS, other than the President/CEO, and then only in writing signed by him/her, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.