



share our spare™

## COMMUNITY ENGAGEMENT COORDINATOR

Share Our Spare ensures every Chicago area child, ages 0-5, has the essential items they need to support their health and development to equip them for a strong start. SOS activates community impact through empowerment, innovative solutions, and a network of partners so that children can thrive and families can shift from crisis management to caregiving with dignity. As a result, we help lay the foundation for a resilient and equitable community.

At Share Our Spare, we believe that every child deserves a good start and every parent the opportunity to prove one. Since 2011, we have helped an estimated 65,000 unique children and their families across metro Chicago find support, strength and hope through an agency partner model that emphasizes wraparound services and empowering upward economic mobility.

Share Our Spare (SOS) seeks a highly-motivated, versatile and socially conscious Community Engagement Coordinator to join our team.

### Job Description

The Community Engagement Coordinator is responsible for supporting the execution and growth of Share Our Spare's community engagement efforts. In this role, the Community Engagement Coordinator will work alongside the Operations & Programs teams and report to the Director of Partnerships & Community Engagement to support, deepen, and grow our community outreach and collection drive initiatives.

A strong candidate will be a highly-motivated self-starter and team player with strong public speaking, communication, relationship building and problem solving skills. Able to work independently as well as collaboratively with staff and external stakeholders.

**\*\*Conversational Spanish is highly desired.**

### Responsibilities

Community Engagement:

- Represent Share Our Spare's mission & work at a variety of community touchpoints and events
- Manage community relationships pipeline & oversee calendar of community engagement activities
- Facilitate; communication, set up & solicitation for collection & kitting drive events
- Create and manage outreach plans to register eligible participants for the Dolly Parton Imagination Library Program.
- Support marketing efforts and book ordering system for Dolly Parton Imagination Library Program
- Support execution of recurring drive initiatives; National Diaper Need Awareness Week, Breakfast with Santa, National Reading Month, Brackets for Good, Period Poverty Awareness, Christmas in July.



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- Support existing Community Engagement relationships, including; Community Councils & Community Champions
- Pursue new stakeholder relationships to grow SOS' community brand
- **Further incubation of ideas and strategic actions for community engagement**

### Communications and Outreach:

- Manage all inquiries to the [info@shareourspare.org](mailto:info@shareourspare.org) email address
- Support social media content creation, engagement, connecting with relevant community stakeholders and brands.
- Support and lead outreach and communications for in-kind campaigns including Retail, Corporate, Pediatric and Community-Based Engagement

### Data and Reporting:

- Create tools to capture engagement data and stakeholder feedback
- Lead data analysis efforts

### Additional Responsibilities:

- Support ongoing fundraising efforts by staffing events, assisting the Director of Operations & Development and Executive Director.
- Participate and provide support for mission focused tasks, events, marketing and other activities
- Other ad hoc tasks and projects that will allow for learning and contribution to the overall organization

## Qualifications

- Passion for and commitment to Share Our Spare's mission
- College degree, preferred
- 1-3 years of previous professional experience, preferred
- **Conversational Spanish, highly desired**
- Ability to excel in an agile, dynamic, growing organization, remaining open to taking on its challenges and opportunities
- Strong problem solving and relationship building skills
- Exemplary written, verbal, & public speaking communication skills
- Strong organizational skills, both in terms of time management and in detail-oriented work
- Commitment to quality, deadline accountability, and managing multiple tasks simultaneously
- Proficient with Google programs and Microsoft Office (e.g. Email, Drive, Docs, Sheets, Word, and Excel)
- Ability to work in or outside a warehouse space, or on a loading dock where temperatures can vary.
- Comfort traveling to and working offsite in the community
- Access to reliable transportation
- Ability to walk up and down stairs, lift and carry a minimum of 50lbs including donated items that may vary in weight and size; may include wooden pallets, strollers, boxes of diapers, garbage bags of clothing, pack n plays, etc.
- Valid driver's license, preferred



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## Position

Full-time with one work-from-home day a week. This position requires flexibility to work outside normal business hours with semi-regular evenings and weekends to support events in the community. The salary is \$45,000.

## Benefits

Benefits include health insurance, vision, IRA with employer match, 2 weeks of paid time off each calendar year, 2 floating holidays, skill-building, great growth potential, and the opportunity to be part of an entrepreneurial, mission-based organization making an impact in Chicago.

## How to Apply

To apply, please submit a cover letter & resume Attn: Bridget Rundquist to [hr@shareourspare.org](mailto:hr@shareourspare.org).

*Share Our Spare is an equal employment opportunity employer and does not discriminate on the basis of race, religion, pregnancy, gender, sexual orientation, national origin, age, or any other characteristic protected by applicable law. Applicants and employees who require a reasonable accommodation due to disability, pregnancy, childbirth, or related or common medical conditions should contact Share our Spare's Executive Director. As provided by applicable law, reasonable accommodations will be provided to qualified applicants and employees, unless an undue hardship would result.*