**JOB TITLE: Community Engagement Coordinator**

**REPORTS TO: Director of Volunteer Recruitment and Community Engagement**

**SUPERVISORY RESPONSIBILITY: No**

**FLSA STATUS: Exempt, Salary**

**LOCATION: Nashville, TN**

**BIGGER AND BETTER TOGETHER**

**About Us**

For over 50 years, Big Brothers Big Sisters of Middle Tennessee has served young people in the Middle TN region. Our work supports our belief that every child has the ability to succeed and thrive in life. Big Brothers Big Sisters makes meaningful, monitored matches between adult volunteers (Bigs) and youth (Littles). Through our commitment to quality, innovation, and the passion we have for our work, we develop and sustain positive, life-changing relationships that have a direct and lasting impact on the lives of our youth and the adults who mentor them.

Our **Mission** is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. As noted by our **Vision**, we are driven by a future in which all youth achieve their full potential.

**WE ARE AN AGENCY THAT CELEBRATES DIFFERENCES**

We show each other dignity through our partnerships, decisions, and language. We intentionally engage, represent, and partner with our diverse communities. We demonstrate our values by learning together with staff, board, volunteers, youth, families, and investors to think and act with sensitivity and intentionality. Driven by the voice of our stakeholders, our agency develops responsive and respectful programming and builds strategic and thoughtful alliances.

We want people of all backgrounds to see themselves represented and included in our work, so we actively seek to diversify our team and bring more voices to the table. We know that teams perform at their highest when they feel supported and that they belong. Each of our team members brings unique perspectives and skills, and we are committed to building a culture where voices are heard, differences are celebrated, and everyone has the opportunity to do meaningful work. At Big Brothers Big Sisters of Middle TN, you will be inspired by talented, passionate colleagues who will motivate you to do *and be* your best. We are bigger and better together!

**About the Role**

*Each employee at Big Brothers Big Sisters of Middle Tennessee helps extend the agency's mission in particular ways, as outlined in the position description. The essential functions of the position include but are not limited to the following:*

Big Brothers Big Sisters of Middle Tennessee seeks a **Community Engagement Coordinator** who will support the development and implementation of comprehensive volunteer mentor (Big) recruitment strategies, foster and maintain intentional, like-minded community partnerships as well as provide best-in-class volunteer service to support our mission.

In this role, you will support agency-wide strategic priorities by assisting with increasing the volume and strengthening the diversity of volunteer mentor (Big) inquiries.

The Community Engagement Coordinator will cultivate and maintain relationships while identifying opportunities therein to support recruitment objectives. They will have excellent presentation and partnership development skills with a robust knowledge of the Middle Tennessee corporate, private sector, community, and philanthropic landscape.

**Day to Day:**

* Reporting to the Director of Recruitment and Community Engagement, support the development and implementation of strategies and tactics to deliver on volunteer recruitment objectives
* Identify and steward key relationships within the business community, civic groups and community-based organizations to aid and advance the BBBSMT mission by developing a robust partner network and strong volunteer mentor pipeline that represents the gender, racial/ethnic, sexual orientation and cultural diversity of our mentee (Little) community
  + A key outcome for this position is to secure new volunteer inquiries and partnerships. This is achieved through cold calling, following up on leads, and utilizing the existing agency database.
* Assist in the maintenance of a monthly Salesforce recruitment and community engagement documentation to support the ongoing refinement of recruitment strategies
* Assist with the execution of general and customized volunteer mentor information sessions both virtually and in-person as well as plan, organize and execute volunteer recruitment and community-related programming and events
  + Through attendance at various engagement events (college tabling, community fairs, professional presentations, etc.), the Community Engagement Coordinator will build interest in the BBBSMT program by sharing program options and agency engagement opportunities
* Collaborate on internal initiatives surrounding Big Satisfaction and Affinity groups to support a positive volunteer experience and connection to our agency
* Serve as a proactive and creative problem-solver who brings passion, enthusiasm and innovation to the Marketing and Stakeholder Engagement Team and agency as a whole
* Participate in professional training as provided by the agency and the National office to achieve maximum development of professional skills when required
* Support and attend agency functions, both role-specific and broader agency events
* Work schedule includes regular evenings and occasional weekends to best meet the agency’s recruitment needs

**About You**

**This Job May Be For You . . .**

* Demonstrated expertise in business/partnership development, community organizing, sales, volunteer recruitment, or outcomes-based campaign management
* Strong interpersonal skills with a natural ability to connect people with causes and engage them to take action. Excellent written and verbal communication skills
* Effective group presentation skills
* Places high value on customer service and follow-through
* Team player with a desire to innovate and collaborate
* Comfortability presenting in varied environments both in person and virtual.
* Strong organizational skills with the ability to continuously improve systems, procedures, and protocols
* Ability to travel across the Middle Tennessee area and support events, training, and information sessions during evenings and weekends as needed
* Ability to thrive in a fast-paced environment and effectively manage shifting priorities and responsibilities
* Alignment with BBBSMT's mission and vision as well as a strong desire to impact our community through volunteerism and collective action
* Celebrates diversity and believes in the power of mentoring

**Qualifications:**

Experience in business/partnership development, community organizing, sales, volunteer recruitment, or outcomes-based campaign management and/or Bachelor’s degree in business, sales, marketing, or related field

Proficient in Microsoft Office Suite

Excellent database management and presentation skills. Salesforce experience a plus

**Additional Information**

**Benefits**

Because we hire the best people and value our staff, Big Brothers Big Sisters of Middle TN works hard to provide competitive benefits to our team. Our comprehensive benefits package, which helps to support a healthy work/life balance, includes:

* 20 days of paid time off
* 18 paid holidays, including the week between Christmas and New Years
* Health Care Plan (Medical, Dental & Vision) – a generous portion is paid by BBBSMT
* Company Paid Text Care Concierge Medicine, providing our team and family members free 24/7 text communication and care with medical providers
* Domestic Partner Benefits
* Company Paid Life Insurance
* Company Paid Short and Long Term Disability
* Employee Assistance Program
* Immediate enrollment in our 403B - We match 50% of employee contributions up to 6% and staff are vested after 12 months of employment
* Training & development programs
* Opportunities for advancement- we promote from within!
* Monthly cell phone stipend
* Flexible work schedule with a hybrid work environment
* Professional resume, LinkedIn profile, and headshot

**Americans with Disabilities Act**

Employee must be able to perform all essential job functions, with or without reasonable accommodation.

**Job Responsibilities**

The above statements reflect the general duties, responsibilities, and competencies necessary to perform the job's essential duties and responsibilities. They should not be regarded as a detailed description of all the work requirements of the position. BBBSMT may change the specific job duties with or without prior notice based on the organization's needs.

**To see more of the impact we are making:** http://www.mentorakid.org

If this sounds like the position and organization for you, please submit a cover letter and resume to [**careers@mentorakid.org**](mailto:careers@mentorakid.org) with “Your Name – Community Engagement Coordinator” in the subject line.

***No phone calls, please. Applicants selected for an interview will be contacted***.

BBBSMT values a diverse workplace and strongly encourages all genders, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. BBBSMT is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.