



Community Engagement Coordinator

Haywood Street Congregation is an urban ministry that pursues its mission – “Relationship, above all else” – in the context of programs that help address the needs of individuals experiencing homelessness or at risk. Our vision includes breaking barriers that commonly divide people of privilege from people struggling in poverty. Our ministry model depends on the participation of a diverse group of individual volunteers as well as many organizational partners who provide hands-on help and support organizational sustainability. The Community Engagement Coordinator will work to deepen the engagement of current organizational partners while cultivating and nurturing new partnerships.

Reports to: Director of Development & Communications

Duties and Responsibilities:

- Respond to inquiries from groups desiring to volunteer at Haywood Street.
- Work closely with staff in all program areas to identify projects that are suitable for group involvement.
- Match groups with available projects and manage tasks such as scheduling and obtaining needed supplies to facilitate their involvement.
- Collaborate with Companion Coordinator to ensure that volunteers are appropriately distributed in ways that support the overall program effectively.
- Cross-train with Companion Coordinator to provide back-up support.
- Orient service groups to the ministry context and setting, including safety precautions.
- Develop and implement strategies for cultivating new organizational partnerships with churches, civic clubs, businesses, colleges/universities, garden clubs and other local organizations.
- Make presentations regarding ways to get involved.
- In the summer, facilitate the involvement of visiting youth groups in campus beautification projects and other activities.
- In Fall and Spring, plan and implement high impact work days for partner churches.
- Assist with scheduling the participation of partner restaurants.
- Encourage and invite individuals coming with visiting groups to become Companions volunteering on a more regular basis.
- Request financial support from visiting groups to help sustain the ministry.
- Data entry and following up with visiting groups.

- Collect and enter data for key contacts including group organizers, chaperones, leaders.
- Follow up with visiting groups.
- Other duties as assigned.

Skills and Qualifications:

- High school diploma or GED. Bachelor's Degree preferred.
- Experience and working knowledge of Microsoft Word, Excel and Powerpoint.
- Understanding and acceptance of the Haywood Street Congregation mission and vision.
- Ability to work within a diverse community and appreciate different perspectives.
- Excellent communication and interpersonal skills.
- Excellent organizational skills.
- Comfortable speaking in front of groups.

Scope and Benefits:

This is a part-time 20 hour per week position. Pay rate is \$19/hr. Some weekend work required. This position is funded by an initial one year grant, with the possibility of becoming permanent.

Benefits include:

- 80 hours of paid time off annually in addition to scheduled holidays.
- Access to reduced cost counseling, massage, acupuncture and other wellness resources.
- Participation in 403B retirement plan with employer match on up to 3% of wages contributed.

Applicants are asked to submit a cover letter and resume by 1/12/23.

Email: employment@haywoodstreet.org

Mail: Haywood Street Congregation

*Attn: Bryan Delaney
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Asheville NC 28801*