



## Job Description | *Community Coordinator*

Break Away is seeking an exceptional candidate to join our staff full-time as a Community Coordinator. The Community team is responsible for supporting and expanding the current network of more than 800 community organizations and overseeing other external programs and training that support both community and housing partners.

Break Away is the national nonprofit which trains and supports students and staff leaders in developing and running high quality alternative break programs. We believe alternative breaks act as a catalyst experience to support our vision of a society of active citizens.

The Community Coordinator is a key member of a small team, which includes an Executive Director, Membership Director, Community Director, Programs Director, Membership Coordinator, and Programs Coordinator. The particular focus of this position will be building and maintaining the programs, services, and capacity of Break Away with community organizations.

Responsibilities will include executing strategies for effective communication with community members; maintaining and creating high quality relationships with organization staff; and providing resources, training, and other services that will benefit and grow community relationships and membership.

The ideal candidate will demonstrate proven ability to do the job outlined below, will flourish and be creative in autonomous work, brings strength and innovation to team-based work, is capable of building good relationships with our constituents, and has integrity and passion in working toward Break Away's vision.

Hours: 40 hours/week, Mon-Fri. Evenings and weekends as needed. These hours will likely expand during the summer in staffing the Alternative Break Citizenship schools (ABCs).

Location: Atlanta, GA

Reports to: Community Director

Direct reports: none

Salary: \$26,000 - \$28,000 and benefits, including health care.

Desired start date: September 1, 2018

## PRIMARY RESPONSIBILITIES:

- Maintain, support, engage, and connect current community organizations;
- Provide ongoing partner support through program consultation; assisting with navigating online resources and providing connections to additional resources; technical support; processing renewals for paid listings; managing/maintaining existing resources and developing new resources to best support partner needs;
- Support Break Away's approach to Community Impact (includes but isn't limited to): assessment, training, and curriculum development;
- Execute virtual and in-person training curriculum and opportunities for volunteer coordinators and other organization partners;
- Manage community organization accounts by maintaining accurate and detailed records; communicating regularly with new and current community organization partners regarding their profile and/or account status; providing partners with appropriate correspondence and online resources; and communicating with Community Director and Executive Director regarding financial matters pertaining to paid partner accounts;
- Work with Community Director to increase effective outreach to potential community organization partnerships;
- Use data to strategically support current partners and determine where to direct attention and resources;
- Create complementary handouts and toolkits used during consultation, outreach, and other outside PR;
- Manage timely communication and facilitate sharing of ideas and best practices via email, phone, internet, and other means to organization partners and other constituents;
- Serve as a spokesperson for Break Away - actively working to raise visibility and ensure that the organization is effectively presented to the public;
- Remain apprised of emerging trends and integrate into current work;
- Conduct ongoing evaluation of program effectiveness.

## REQUIRED QUALIFICATIONS:

- Demonstrated commitment to cultural humility and social justice work
- Knowledge of the and/or experience with the nonprofit sector
- Thorough knowledge and experience with volunteer management practices, alternative break programs, university environments, and/or broader volunteerism
- Proven ability to build relationships and engage with a variety of constituencies
- Proven understanding of project management
- Experience creating curriculum and facilitating workshops
- Strong communication skills – both written and verbal for large and small groups as well as in person and via phone and email
- Working knowledge of Microsoft Office, particularly Excel and PowerPoint as well as counterpart programs in the Google suite
- Bachelor's degree or commensurate experience

EXPERIENCE WITH THE FOLLOWING IS HELPFUL:

- Knowledge of service learning leadership training
- Experience with program assessment
- Conference and event management
- Mailchimp, Salesforce, Web management (Wordpress)
- Basic graphic design skills and sensibilities, including familiarity with Canva
- Adobe Creative Suite Software (Illustrator, InDesign, Photoshop, Flash)
- Familiarity with social media tools (Facebook, Twitter, Instagram, others)

To Apply

To apply, please submit a resume and cover letter to Community Director - Tia Fay, [tia@alternativebreaks.org](mailto:tia@alternativebreaks.org). Any questions about the position may also be directed to [tia@alternativebreaks.org](mailto:tia@alternativebreaks.org) - no calls please.