



## Outreach and Events Coordinator

### **JOB SUMMARY**

The Outreach and Events Coordinator acts as a liaison between One22 Resource Center and the broader community. This person works closely with the Director of Community Engagement to facilitate connections and manage outreach events. They have excellent written and verbal communication skills and work well in a team environment.

### **Duties & Responsibilities**

#### ***Outreach and Communications***

- Produce written, visual and video content for social media outlets on a weekly basis
- Identify new and emerging opportunities for community outreach
- In coordination with the Director of Community Engagement:
  - Maintain and update One22 website
  - Prepare and update press releases, brochures, postcards, promotional materials and other published communications pieces
  - Assist in nurturing new and existing relationships with collaborative partners
  - Coordinate any efforts with outside contractors
- Support Director of Community Engagement with administrative tasks as needed
- Stay current with industry trends, best practices and emerging technologies

#### ***Events***

- Plan and execute outreach events, which may include: securing event venues, food and beverage, supplies, equipment, entertainment and/or setting schedules
- Design and coordinate event materials
- Promote and publicize events
- Recruit and manage volunteers for relevant needs
- Support and guide team members who contribute to outreach events
- Events include, but are not limited to:
  - Financial Empowerment: education workshops in Spring and Fall
  - Seasonal drives: School Supply Drive, Holiday Gift Drive, Scouting for Food, Stock It Up food drive
  - Cross-department collaboration: Development (appreciation events), Language Access (workshops), Client Services
  - Community outreach events: Old Bill's Fun Run, local farmers markets and similar public opportunities (schools, clubs, etc.)

## **Other Duties**

- Participate in all-staff trainings to strengthen accessibility of service programs and trauma-informed care
- Attend regular staff meetings and professional development opportunities
- Represent One22 in the community as requested, occasionally outside of business hours

## **Qualifications**

### ***Experience and Education***

- Bachelor's degree preferred in communications, marketing, social services or related field
- At least 3 years of relevant work experience
- Graphic design skills preferred (Indesign, Photoshop, Illustrator)
- Salesforce skills preferred
- Enthusiasm to learn new skills and technology a must

### ***Skills and Characteristics***

- Strong written communication and presentation skills
- Ability to work collaboratively and independently
- Highly organized and can prioritize tasks at hand
- Creative and critical thinker
- Ability to pay attention to detail and manage multiple projects at one time
- Strong understanding of and comfort with technology
- Ability to create and implement project management plans
- Bilingual in Spanish and English preferred
- Knowledge of social media and other basic marketing platforms
- Passion for One22's mission and core values

## **Supervision**

The Outreach and Events Coordinator reports to the Director of Community Engagement.

## **Benefits**

Health, vision and dental insurance, 401(k) with company match, PTO, professional development opportunities

To apply, please submit a resume and cover letter to [Kiersten@one22jh.org](mailto:Kiersten@one22jh.org).

## **About One22**

One22 Resource Center is a community-based nonprofit organization dedicated to supporting individuals and families facing financial and cultural challenges in the Greater Teton area. We guide members of our community toward stability and growth through basic needs, emergency resources and financial empowerment. If community members need help with groceries, or just making ends meet: that's what we're here for.