



Our mission, since 1997, is to provide volunteer support services that allow our senior population and adults living with mild disabilities to live independently while maintaining dignity, respect, and quality of life.

JOB ANNOUNCEMENT

Position Title: Community Outreach & Volunteer Recruitment Coordinator
Office Location: South County Region (Santa Barbara, Goleta)
Range of Pay: \$25.00 - \$30/hr., depending on experience, Part-time position (25 to 28 hours weekly)

Established in 1997, we are a 501 (c)(3) non-profit organization that recruits and coordinates volunteers for the purpose of helping seniors and adults 18+ living with disabilities access basic human needs – medical care, food, and human connection. Vetted and trained volunteers provide transportation, friendly visits, reassurance phone calls, and companionship.

We're seeking a highly personable, dynamic team player with excellent communication, time management, analytical, and creative skills to help strengthen volunteer, donor, and community support. Community Partners in Caring serves the two county regions of San Luis Obispo County and Santa Barbara County. This position is focused on serving Southern Santa Barbara County. The ideal applicant would have knowledge of the area with an emphasis on senior- and disabled-serving organizations.

Job Description:

Team member will have excellent organizational, communication, and writing skills; social media and marketing skills; and be able to foster relationships with fellow CPC staff, volunteers, clients, collaborative partners and organizations. This position is an ambassador for the organization, in partnership with the Community Outreach & Volunteer Recruitment Team and Executive Director, often speaking publicly to attract and recruit both clients and volunteers within the local community to fulfill our mission.

Primary Responsibilities:

Effectively creates and implements recruitment plans for clients and volunteers. Ensures and works with the management and marketing team on recruitment efforts, including in-person presentations, social media, radio, television, and print. Networks with community groups to strengthen and expand recruitment of volunteers. These include religious and faith communities; ethnic and cultural groups; health and human service providers; business, service clubs, education, and neighborhood groups. Gathers and shares information on community resources and educates staff, volunteers, and clients.

Role Objectives:

- Creates and leads strategies into actionable steps to recruit new clients and volunteers from our communities to meet our recruitment and outreach goals.
- Be a key contact for the organization's recruitment of new clients and volunteers while also delivering the organization's mission.
- Collaborate with marketing staff on recruitment and outreach campaigns ensuring clear communication, organization, and a positive image of the agency.
- Create and distribute materials for the agency's outreach, recruitment, and promotion efforts.
- Recruit new clients and volunteers.



- Educates volunteers, staff and the community about resources serving Seniors and adults living with disabilities.

Daily and Monthly Responsibilities:

- Monitors progress toward recruitment and outreach goals.
- Organize and coordinate events or activities that promote outreach and recruitment of new clients and volunteers with the support of other CPC staff, including annual Volunteer Appreciation Event.
- Work with marketing on social media strategies to raise and maintain brand awareness as well as expand and strengthen CPC's online profiles.
- Attend relevant events and activities to represent the organization in coordination and collaboration with the Community Outreach Manager.
- Respond to inquiries about our program services.
- Build and maintain presentation materials in coordination with marketing and program staff.
- Performs other related duties as assigned, including special initiatives and projects.
- Commitment to greater than 60% on-duty time spent out of the office leading and conducting outreach and recruitment for new clients and volunteers.

Skills and Qualifications:

- Bachelor's degree in a business-related or social service-related field and a minimum of 2 years of volunteer recruitment or community relations experience. Sales and business development experience may substitute. Preference will be given to previous experience within a non-profit senior serving organization.
- Bilingual (English and Spanish) preferred, but not required.
- Ability to work cooperatively, collaboratively and independently accountable for results.
- Strong communication skills, both oral and written
- Excellent writing and editing skills, including social media postings
- Excellent interpersonal and public speaking skills
- Ability to network
- Proficient in Microsoft Suites and Google Suites.

Physical Requirements:

- Sitting, standing, and driving for extended periods.
- Able to lift to 35 lbs.

Disclaimer: The information presented indicates the general nature of the work expected. It is not designed to contain nor be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of this job. Activities will require the incumbent to travel within all CPC's service areas.