

Title: Community Engagement Volunteer Coordinator (Full Time – 40 hours per week)

Description: The Community Engagement Volunteer Coordinator provides leadership for the Community Engagement Advisory Committee (CEAC). Responsibilities also include oversight of community organizing, volunteer recruitment and training, problem solving and implementing an outreach plan, promote volunteer project activities, maintain regular contact with community organizations, attend required meetings and trainings, administer measurement tools and enter results into a database.

Requirements: Option One (1):

- Bachelor's degree in human services or related field from an accredited university;
- Two (2) years of experience working with at-risk families and the community, including one (1) year supervisory experience;
- Knowledge of public and private social services agencies, community resources, including Federal and State programs;
- Capable of relating well to individuals from diverse backgrounds, cultures, varied income, and education levels; and computer competency.
- Proficiency in English is required, and bilingual, based on community language need, is preferred.
- Valid Class C license, auto insurance, and reliable transportation during work hours
- Must pass live scan and DMV background checks

Option Two (2):

- A minimum of five (5) years of experience working with at-risk families and the community, including one (1) year supervisory experience;
- Knowledge of public and private social services agencies, community resources, including Federal and State programs;
- Capable of relating well to individuals from diverse backgrounds, cultures, varied income, and education levels; and computer competency.
- Proficiency in English is required, and bilingual Spanish is also required.
- Valid Class C license, auto insurance, and reliable transportation during work hours
- Must pass live scan and DMV background checks

Salary: Salary is contingent upon experience

Contact: Tracy Garcia, Program Director

Contact Email: tracy@theraisefoundation.org

Location: Costa Mesa Family Resource Center / Minnie Street Family Resource Center

To Apply: Please forward a copy of resume and cover letter. Please be sure to clearly indicate the position for which you are applying.