



Outreach Coordinator
Job Posting Description
(rev.1.26.23)

ABOUT US:

Since 1985, Compeer Buffalo has been providing social support in the form of friendships, to individuals (age 6 and up) who are striving for mental wellbeing. We know that friendship decreases loneliness and isolation, therefore we offer 1:1 friendship, social engagement activities, school-based mentoring, and mental health education in our community.

Compeer is a 2023 Buffalo Business First Best Place to Work Finalist. We strive to create a thriving environment for all who meet our organization. As such, all Compeer employees are expected to work collaboratively with the team as well as support and advocate for issues related to justice, equity, diversity, and inclusion. Compeer employees must embrace organization values: Mental Wellbeing, Inclusion, Trust & Transparency, Integrity, and Curiosity.

POSITION DESCRIPTION:

The Outreach Coordinator (OC) is responsible for facilitating the development and implementation of an organization-wide social media plan and community-based volunteer program. The major responsibilities of this position include:

Social Media

- Utilize social media to improve brand awareness and recruit volunteers
- Lead content creation/calendars and posting on various social media platforms (Instagram, Facebook, Twitter, LinkedIn)
- Research and propose new social media strategies
- Respond to messages received on social media

Volunteer Recruitment

- Develop and implement a quarterly volunteer recruitment plan, using data to drive plans
- Serve as main point of contact for prospective volunteers and volunteer applicants
- Facilitate onboarding process for prospective volunteers, including review volunteer applications for eligibility, coordinate volunteer interview, orientation, reference checks, and background checks
- Facilitate monthly volunteer orientation session(s) [typically offered on a weeknight and/or Saturday morning]
- Represent Compeer at community events such as fairs, tabling opportunities, business and class presentations, and mental health related events with a focus on volunteer recruitment

Volunteer Engagement

- Develop and implement annual volunteer recognition strategies, such as volunteer anniversaries, match milestones, birthdays
- Facilitate the Volunteer Advisory Committee
- Maintain communication with current volunteers through e-communication and phone calls
- Maintain relationships with community partners for volunteer needs and service projects
- Facilitate offboarding process for exiting volunteers

Additional Organization Opportunities

- Employees are encouraged to join one organization wide committee: Justice Equity Diversity and

Inclusion Committee (JEDI), Safety Committee, or Celebration Committee

- Other special projects are based upon interest of employee and need of organization

ABOUT YOU:

- You have a passion for helping others, outgoing personality, and operate with efficiency
- You can demonstrate the importance of being a team player
- You have excellent communication and organization skills, are detail oriented and follow-through on tasks and goals
- You can deliver informative and engaging presentations to a variety of audiences
- You are experienced managing professional social media accounts
- You exercise discretion and sound judgement with managing confidential information
- You understand and have the capacity to set a work schedule that aligns with the needs of volunteer coordination and social media, which at times includes evening or weekend hours
- You have reliable transportation to travel throughout Erie County for outreach events as required
- You have experience in the human services, human resources, communications, or public relations field

BONUS:

- You have experience working in any aspect of the mental health industry
- You have experience working with database, project-management, and/or virtual meeting software such as *Innovative Mentoring, Microsoft 360, Zoom*. Training will be provided where needed
- You have knowledge of volunteer management principles
- You share knowledge you learn with the team that may help all learn new and efficient ways of work

SALARY/BENEFITS:

Salary range of \$32,000 to \$38,000

From the time of hire, employees accrue 140 hours of vacation time, sick time and 4 mental health days a year. Also, we offer 11 holidays, contribution towards employee pension, professional development opportunities, dental (full), vision (full) and single health insurance coverage (90%), and remote half day Fridays throughout the year.

Job Type: Full-time, Non-Exempt	Hours/Days: 35 hours a week, typical hours 9a-5p, some non-traditional hours
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APPLICATION:

Please apply directly through Indeed. Link to [Job Posting](#).

At Compeer, a diverse, inclusive, and equitable workplace is one where all employees, clients, volunteers, board members and stakeholders whatever their gender identity, economic status, race, ethnicity, national origin, age, sexual orientation or identity, education, religion or belief, marital status or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments and programs.