



Community Engagement Coordinator

Friends of GR Parks is looking for an energetic positive community builder who loves to connect people and enjoys the outdoors. So if your idea of a great work environment includes being creative, loving the outdoors, and working with a wide variety of people of all ages and from all walks of life, and having fun, Friends of GR Parks may be the perfect space for you!

Reports to: Executive Director

Hours: Full-time (40+ hours per week), evenings and weekends as required

Position Description:

The Community Engagement Coordinator will grow and manage the organization's stewardship program and community outreach initiatives. This includes oversight of the Parks Alive program. This individual will build and maintain a robust community engagement program, including neighborhood park clean-up coordination, community engagement programs and events, and coordination of the park stewardship committee.

The Community Engagement Coordinator will handle coordination of corporate groups, family, and youth volunteers as well as volunteer management of large-scale tree plantings, fundraising events, and other special and one-time volunteer events. This role will also work with the Friends of GR Parks team to increase partnerships in the community through engagement events and activities. The individual will also work in cooperation to continue to strengthen the relationship with the City of Grand Rapids Parks and Recreation Department.

Position Responsibilities:

Position responsibilities include, but are not limited to, the items listed below. Position holder acknowledges and accepts that, while he/she is responsible for the items below, he/she may be, on occasion, asked to perform duties—within reason—outside of those listed below in order to help the organization complete a program or project which furthers the organization's mission.

Community Stewardship Program: (40%)

- Build and execute an enhanced community stewardship program that includes corporate, family, individual, and youth opportunities
- Manage tools, tool trailer, and resources need for volunteer efforts with the City Parks and Rec Department
- Coordinate mini grants with community stewardship committee
- Establish and maintain new and existing neighborhood and community relationships

- Track and maintain accurate calendar of events and volunteer records for park clean-ups, large-scale tree planting events and special events.
- Send timely thank you emails for all park clean ups and large-scale tree planting events and projects.
- Develop new opportunities, materials and initiatives to support and encourage diverse neighborhood and citizen participation in the Parks Alive program
- Work with the FGRP Executive Director and City of Grand Rapids Parks and Recreation Department to develop and manage fundraising and park improvements across the City parks system.

Event Coordination: (40%)

- Create and execute unique park activation events that align with the mission of Friends of GR Parks.
- Manage sponsorship agreements for special events
- Work with the Executive Director on development events
- Manage volunteer recruitment for special events
- Collaborate with entire Friends of GR Parks team and additional committees to plan large-scale annual events

Development & Communication: (15%)

- Assist the Executive Director with development initiatives
- Assist the Executive Director for research, writing and report on grants for programs
- Help identify and execute revenue generating projects, events, and programs
- Create timely communication campaigns including monthly emails, social media, press releases, paid advertising
- Maintain active representation on social media sites
- Create and execute marketing campaigns for events, initiatives, and programs
- Blog posts and other website updates

Office Management: (5%)

- Check mailbox and general email account (info@friendsofgrparks.org mail), replying to general phone and email inquiries where appropriate.
- Provide support and assistance with entering donations into Salesforce and sending donor thank you letters when asked
- Purchase office supplies
- Help maintain a clean office environment

Other duties as assigned

Required Skills:

- Enthusiasm and infectious positive spirit
- Ability to think strategically and have fun
- Task oriented, team focused, but can work independently
- Excellent relationship building skills with diverse populations
- Experience with budget management
- Strong written and verbal communication skills
- Ability to positively represent the values and goals of Friends of Grand Rapids Parks
- Above average proficiency in Microsoft Office, Salesforce or similar database, social media platforms, Mailchimp, and Wordpress or other website program

Required Education/Experience:

- Bachelor's degree, or equivalent experience required
- 3 to 6 years' experience in volunteer and project management
- 2 to 5 years' experience in coordination fundraising programs
- 3 to 6 years' of nonprofit experience
- Other desirables
 - Nonprofit board or committee experience
 - Memberships in nonprofit or professional organizations
 - Active in the community
 - Ability to speak Spanish

Physical Capacity Requirements:

This position requires the ability to walk, speak, hear, lift and carry, finger dexterity, and visual acuity. It also requires the ability to lift 10 pounds with occasional lifting of up to 40 pounds. Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions of the assignment.

To Apply: Send cover letter, resume, salary requirements and references as a single PDF to stephanie@friendsofgrparks.org with "Community Engagement Coordinator" in the subject line. Application deadline: August 13th at 5:00 P.M. EST.