

Community Outreach Coordinator \$40,000/yr. Contract (Full-time, Reports to Managing Director)

We are searching for a talented and professional Community Outreach Coordinator to maintain all community outreach activities. You will represent the organization and work with the team to develop and implement initiatives that increase organization visibility within the surrounding community. You need to be self-motivated, enthusiastic and community-driven to take on this exciting role. This position requires someone equipped with a positive attitude and readiness to be a team player.

Duties and Responsibilities:

- Maintain a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities
- Prepare an annual budget for community outreach activities
- Secure and nurture new relationships with collaborative partners
- Schedule regular outreach exhibitions in the community and educate employees on community responsibility
- Prepare accurate records and reports on the goals of the fundraising plan
- Oversee a professional donor management system
- Assist in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives

Requirements and Qualifications:

- Bachelor's degree in communications, marketing, business or related fields
- Preferred experience of 3-5 years within non-profit fundraising or outreach activities
- Outstanding written communication and presentation skills
- Strong experience preparing reports
- Strong knowledge of social media and other basic marketing platforms.
- Detail-orientated with the ability to manage multiple projects at a time.
- Excellent multitasking skills
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- Availability to work evenings and weekends.

Volunteer Coordinator \$37,500/yr. Contract (Full-time, Reports to Managing Director)

We are looking for a competent Volunteer Coordinator to join our team. As a Volunteer Coordinator, you will mainly be responsible for recruiting and managing volunteers for our organization. In addition, you will be delegating responsibilities to volunteers and training

selected people for their future position. Source and recruit volunteers using different recruiting various techniques.

Duties and Responsibilities:

- Collect information on qualifications and skills
- Arrange for training when needed
- Manage schedules for everyday activities
- Assign responsibilities as appropriate
- Communicate frequently with volunteers
- Ensure volunteers are satisfied by creating a healthy working environment
- Keep and manage records of volunteers' information and work
- Track volunteers work
- Evaluate volunteers work
- Give constructive feedback

Requirements and Qualifications:

- BS/BA in business administration, human resources or relevant field or
- 5 years of experience in volunteering
- 5 years of experience in sourcing and recruiting
- Good knowledge in different recruiting methods
- Some knowledge in Employer Branding and Recruitment Marketing
- Working knowledge of databases and MS Office (especially Excel)
- Experience using HR and recruiting tools
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- Availability to work evenings and weekends.

Social Media Coordinator \$37,500/yr. Contract

(Full-time, Reports to Managing Director)

We are looking for an experienced and creative Social Media Coordinator to join our marketing team. As a Social Media Coordinator, you will be responsible for developing and implementing our Social Media strategy in order to increase our online presence and improve our marketing and outreach efforts. You will be working closely with the Community Outreach and Volunteer Coordinators. Social Media Coordinator is responsible for planning, implementing and monitoring Speak Out Loud's Social Media strategy in order to increase brand awareness, improve Marketing efforts and increase fundraising.

Duties and Responsibilities:

- Develop, implement and manage our social media strategy
- Define most important social media key performance indicators (KPIs)
- Work with copywriters and designers to ensure content is informative and appealing

- Collaborate with Community Outreach and Volunteer Coordinators.
- Manage and oversee social media content
- Measure the success of every social media campaign
- Keep abreast of the latest social media best practices and technologies
- Use social media marketing tools such as Buffer
- Monitor SEO and user engagement and suggest content optimization
- Communicate with industry professionals and influencers via social media to create a strong network
- Provide constructive feedback

Requirements and Qualifications:

- BA in Marketing or similar relevant field, or 5 years of experience
- Social Media Enthusiast using social media for brand awareness and impressions, or similar role
- Excellent knowledge of Facebook, Twitter, LinkedIn, Pinterest, Instagram, Google+ and other social media best practices
- Understanding of SEO and web traffic metrics
- Experience with doing audience and buyer persona research
- Good understanding of social media KPIs
- Familiarity with web design and publishing
- Excellent multitasking skills
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- Availability to work evenings and weekends.

Data/Record Coordinator \$30,000/yr. Contract (Full-time, Reports to Managing Director)

We are looking for a Data/Record Coordinator to join our team! As a Data/Record Coordinator, you will be responsible for entering specific data into our databases. You will be responsible for managing data and keeping it organized. Your main goal will be to keep data in order so that it is easily accessible at any time.

Duties and Responsibilities:

- Transfer data from paper formats into database systems
- Type in data provided directly from customers or other parties
- Create and manage spreadsheets with large numbers of figures
- Verify data by comparing it to source documents
- Update existing data
- Produce reports
- Retrieve data as requested

- Perform regular backups to ensure data preservation
- Sort, organize and store paperwork after entering data

Requirements and Qualifications:

- High school degree or equivalent
- Proven experience as data entry clerk
- Fast typing skills
- Excellent knowledge of word processing tools
- 5 years of experience with spreadsheets (MS Office Word, Excel etc.)
- Basic understanding of databases
- Good command of English both oral and written and customer service skills
- Great attention to detail
- Sense of ownership and pride in your performance and its impact on organization's success
- Critical thinker
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- Availability to work evenings and weekends.

Secretary \$30,000/yr. Contract

(Full-time, Reports to Managing Director)

We are looking for a self-driven and ambitious Executive Secretary to join our team! As an Executive Secretary, you will support the Managing Director and the team through a variety of tasks related to organization and communication.

Duties and Responsibilities:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors

Requirements and Qualifications:

- High school degree or equivalent
- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work

- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office
- Team player
- Availability to work evenings and weekends.