

# Community Engagement Catalyst

## Scope of Work

The Community Engagement Catalyst will play a pivotal role in expanding our volunteer initiatives and enhancing our ability to serve the Central and Southeastern Colorado Springs communities effectively. This position involves working closely with our team to develop, promote, and manage volunteer programs that align with our mission and address community needs. The Catalyst will engage with stakeholders to determine the programming mix that should be offered in partnership with the Pikes Peak United Way Family Success Center, identifying programming opportunities, and launching pilot programs to support low-income families. Reporting to the Senior Program and Impact Manager, the Catalyst will cultivate relationships with local volunteers, community organizations, and stakeholders to foster a vibrant culture of volunteerism and community engagement.

## Responsibilities

### 50% Volunteer Recruitment and Capacity Building

- **Volunteer Skills Matching:** Collaborate with the Manager of Program Partnerships and Impact to identify and match volunteer skills with community needs, ensuring a rewarding experience for volunteers and impactful outcomes for the community.
- **Outreach and Recruitment:** Engage in outreach activities to recruit and retain a diverse volunteer base, with a focus on individuals who can support initiatives aimed at reducing poverty and promoting economic self-sufficiency.
- **Partnership Development:** Develop and maintain partnerships with local businesses, schools, and nonprofit organizations to increase volunteer participation and resource sharing.
- **Volunteer Activity Coordination:** Coordinate and support volunteer activities, ensuring they are well-organized, meaningful, and align with our strategic anti-poverty goals.
- **Volunteer Program Administration:** Manage administrative aspects of the volunteer program, including data entry, record keeping, and ensuring compliance with policies and procedures.
- **Communication and Outreach:** Create and disseminate communication materials, such as newsletters, to highlight volunteer opportunities, celebrate volunteer achievements, and keep the community informed about our mission.

## **50% Pikes Peak United Way Family Success Center Support**

**- Educational Partnership Development:** Initiate and nurture partnerships with schools, school districts, and educational organizations to promote engagement with Junior Achievement's initiatives, focusing on those serving low-income communities.

**- Program Evaluation:** Conduct evaluations of volunteer activities to assess their impact on reducing poverty and identify opportunities for improvement.

**- Collaboration with Program Teams:** Work closely with other program teams within Junior Achievement, as well as partners within the Family Success Center, to ensure a cohesive approach to community engagement and to leverage synergies between educational programs and other organizational initiatives.

### **Skills and Qualities for Success**

Candidates should possess the following skills and qualities to ensure a successful year of service:

**1. Strong Communication Skills:** Effective oral and written communication abilities to engage with diverse stakeholders.

**2. Organizational Skills:** Excellent time management and ability to handle multiple tasks efficiently.

**3. Community Engagement:** Experience in community outreach, volunteer management, or partnership development.

**4. Adaptability and Problem-Solving:** Ability to adapt to changing circumstances and find creative solutions to challenges.

**5. Passion for Education and Poverty Alleviation:** A demonstrated commitment to improving educational outcomes and reducing poverty.

**6. Data Management and Analysis:** Proficiency in using data management tools (e.g., Microsoft Excel, Google Sheets) to collect, analyze, and report data accurately.

**7. Grant Writing and Fundraising:** Experience in researching, writing, and managing grants, as well as developing and executing fundraising campaigns.

**8. Project Management:** Ability to use project management tools to plan, track, and manage project activities and timelines.

**9. Digital Literacy:** Proficiency in using digital tools and platforms (e.g., Microsoft Office Suite, Google Workspace, CRM systems) for communication, collaboration, and documentation.

**10. Public Speaking and Presentation Skills: Ability** to deliver engaging presentations and training sessions to diverse audiences, including educators, volunteers, and community members.

### **Reasonable Accommodations**

Junior Achievement of Southern Colorado is committed to providing reasonable accommodations for members with disabilities. Our approach includes:

**1. Accessibility Assessments:** Conducting assessments of our workspaces to ensure they are accessible.

**2. Individualized Accommodation Plans:** Working with members to create tailored accommodation plans that meet their specific needs.

**3. Assistive Technology:** Providing necessary assistive technologies and tools to support members in their roles.

**4. Flexible Work Arrangements:** Offering flexible work schedules and locations as needed to accommodate members' needs.

### **Service-Related Transportation Needs**

- **Private Vehicle Use:** Some positions may require members to have access to a privately owned vehicle due to the geographic spread of our service area, particularly for roles like the Sustainable Expansion Specialist. For positions in urban areas like Colorado Springs, public transit options are available.

- **Travel Distance and Reimbursement:** We reimburse service-related travel expenses following AmeriCorps guidelines, covering mileage, tolls, and parking fees.

### **Additional Incentives**

While our primary focus is on providing a supportive work environment, we also offer:

- **Housing Assistance:** Limited housing assistance for members, particularly those relocating for service. This assistance aligns with AmeriCorps VISTA regulations.

- **Professional Development:** Opportunities for professional growth through workshops, webinars, and local conferences. JA USA provides robust development

opportunities, weekly or biweekly webinars, and a dynamic network of professional contacts to help JA staff grow as professionals.

## **Orientation and Ongoing Training**

- **Initial Orientation:** Members will undergo an initial orientation that includes shadowing staff, meeting community leaders, and training on office procedures. This orientation will cover:

- Overview of Junior Achievement's mission and programs
- Introduction to key stakeholders and community partners
- Training on data management systems and reporting requirements
- Office protocols and administrative procedures

- **Ongoing Training:** Throughout their service, members will have access to:

- **Technical Assistance:** Regular workshops on topics like volunteer management, community engagement, and grant writing.

- **Conferences and Seminars:** Participation in local and national conferences relevant to their roles, with prior approval from the AmeriCorps Region Office for out-of-state events.

- **Mentorship Programs:** Pairing with experienced staff or AmeriCorps alumni for guidance and support.

## **Telework Opportunities**

Junior Achievement of Southern Colorado is equipped to support teleservice for members:

- **Telework Policy:** We have a robust telework policy in place, allowing for flexible remote work arrangements as needed.

- **Technology Access:** Members will be provided with necessary equipment such as laptops, internet access, and collaboration tools (e.g., Zoom, Microsoft Teams) to facilitate remote work.

- **Remote Assignments:** Assignments that can be completed remotely include data analysis, report writing, and virtual community outreach.