

About Us

Founded in Colorado in 2005, There With Care's mission is to provide a wide range of meaningful and fundamental services for families and children during the critical phase of a medical crisis. We serve families referred by hospital social workers and build support around them through a community of individuals, volunteers, services, and businesses, who ease their burden of life's day-to-day obligations with compassion and care. Our current service locations are Colorado, Middle Tennessee, and the Bay Area of California.

The Role

The Community Engagement Coordinator is the liaison between interested volunteers, groups, and the organization. The Community Engagement Coordinator is responsible for increasing overall volunteerism, awareness, and building efficiencies and growth in the process. This person will support community events with volunteers, day of event support and being the liaison for certain community event requests (i.e., tool kits.) In addition, the person will recruit, train, and nurture an on-going pool of volunteers along with engaging groups in creating our Care Bags. This is a part-time role and will be scheduled for 20 hours/week.

The Important Work You'll Do

- Help increase the amount of volunteers year over year and stage the appropriate space with necessary supplies and upon the group's arrival, providing an overview of how There With Care cares for families.
- Lead a comprehensive tour of the office, warehouse, and guide the group to identify and facilitate a long- lasting partnership to support the families we serve.
- Represent There With Care at different events and volunteer trainings and be able to speak professionally about the organization to both individuals and groups.
- Responsible for presenting an organization, community group or business with ways they may be able to participate through volunteer activity, in-kinds drives and team building opportunities, providing financial support, or underwriting program items for the service project.
- Listen to volunteers and groups to understand their interests and skill sets and connect these interests to specific volunteer opportunities so volunteers can participate in the organization in a way that is meaningful to them.
- Collaborate with the Community Engagement Director to strategize and facilitate applicable community events.
- Collaborate with the Community Engagement Director to develop and implement new training programs and ways for volunteers to participate at There With Care.
- Assist with overall volunteer and group related data and reports to ensure compliance, safety, outreach, and engagement.
- Help to review and develop strategic ways to improve engagement and outreach.
- Follow established procedures for coordination and set up of Volunteer Trainings and Group and Youth Group events.

- Follow established procedures and guidelines that are in place to protect our families and the organization.
- Follow established procedures for welcoming new volunteers after a training confirming they are comfortable with signing up to volunteer and to answer any questions they have.
- Nurture and grow professional relationships with all volunteers and groups and ensure they are feeling appreciated, volunteering in roles that are meaningful for them and get to the know the volunteer community to help match them with opportunities as they arise.
- Work with the There With Care staff to help fill potential volunteer roles with trained volunteers that could be a good fit.
- Work in collaboration with the Community Engagement Director, and Events Manager where applicable, to secure, schedule and assist with management of event volunteers. To this end, the person will be resourceful and creative in connecting to communities of specific skill sets. For example, managing There With Care information tables, photographers, etc.
- When necessary, assist with additional tasks not anticipated, to help with the overall support of the mission of There With Care.

Qualities That Might Make You Successful In This Role

- *You Want to be Part of Something Bigger.* Our mission inspires you. The idea of helping families and engaging the community to participate through your skills motivates you.
- *You are a master of your own Time Management.* You are comfortable juggling multiple projects and multiple people and are masterful at prioritizing, and re-prioritizing when necessary.
- *See the Solutions.* Good at solving problems with compassion and care. You are willing to find a solution, adapt, then execute. And when you don't have the answers, you aren't hesitant to ask and learn.
- *Details matter.* You have a sincere desire to understand the details of every aspect of the organization and are not afraid to ask for clarity when needed. You have impeccable attention to detail and put care into all you do.
- *Collaboration Inspires You.* Working as a team, brainstorming and problem-solving together motivates you. You view feedback not as criticism, but as a way to have a better, stronger outcome. You naturally see ways to engage people and see the importance of building community.

The Important Skills You'll Need To Have

- Ability to work out of our Boulder location.
- Strong communication skills: Ability to envision and convey the organization's strategic future to staff and volunteers.
- Demonstrated ability to support successful fundraising initiatives and meet team goals.
- Outstanding organizational skills with demonstrated ability to achieve strategic objectives.

- Ability to lift up to 40-50 lbs. and be able to move/lift cumbersome items as it pertains to individual volunteer duties and group volunteer events. We are often on our feet all day, lifting and moving items at events, in the warehouse, etc.
- Must be proficient in MS Office and have the ability to work in a systems database, Salesforce preferred.
- This is a part-time role and standard hours of operation are 9am-5pm but it will be helpful if the individual has some flexibility as business needs arise.

Compensation and Benefits

- Salary Range \$20.00 to \$22.00 per hour (commensurate with experience)
- Part-Time, Non-Exempt, 20 hours per week
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

How To Apply:

Please submit your resume and cover letter to: careers@therewithcare.org.

This position is based in our Colorado location.

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

There With Care is an Equal Opportunity Employer.