



Position Description

Job Title: Literacy Outreach Coordinator

Classification: Entry-level, Exempt, Salaried

Status: Regular, Full Time

Reports To: Director of Community Engagement

Start Date: November 2018

Salary: Mid 30k

Position Summary: HandsOn Broward's Literacy Outreach Coordinator will help to inspire, equip and mobilize people to take action to effect positive change in our Broward County community. As the local leader in the development and production of community service opportunities for individuals, groups, and corporate teams, HandsOn Broward mobilizes thousands of people each year to revitalize schools, parks, playgrounds, nonprofits and neighborhoods. Our volunteers create art in public spaces, build sustainable gardens, renovate community properties, respond to disasters and work to protect the environment. Opportunities to make an impact are available year-round to people of all ages.

Reporting to the Director of Community Engagement, the Literacy Outreach Coordinator will be responsible for the recruitment, training, deployment and oversight of volunteers and project leaders for the literacy project in a fast-paced work environment. The Literacy Outreach Coordinator should have an understanding of critical issues surrounding literacy impacting the Broward County community and a strong desire to support positive solutions that address those issues. The ideal candidate will be comfortable speaking in public, community-focused, passionate, organized, flexible with their schedule and able to adjust to the ever-evolving needs of the communities that HandsOn Broward serves. This position requires creativity, initiative, ability to work with minimal supervision, willingness to work irregular hours when needed, and a serious can-do attitude.

General Responsibilities:

- Develop, promote, and maintain a wide range of literacy-focused volunteer opportunities that positively impact Broward County communities; target prospective volunteers representing the ethnic diversity of Broward County
- Recruit a diverse cadre of volunteer leaders that will support HandsOn Broward's literacy projects and programs
- Develop a network of group and team volunteers that can be engaged in service activities pertaining to literacy on an ongoing basis
- Input, measure and report volunteer attendance and program outcomes, ensure real-



time tracking of progress towards goals

- Attend all literacy-focused volunteer projects to ensure meaningful volunteer experiences for participants
- Execute volunteer outreach and communication strategies via email, telephone, direct mail, newsletters, social media and site visits with literacy-based agencies
- Coordinate monthly volunteer outreach, networking and recognition events
- Support Literacy Agency Manager in the recruitment of volunteers for HandsOn Broward's literacy program initiatives

Qualifications:

- Minimum 2 years' experience recruiting and managing volunteers for literacy coaching and mentorship and/or activities is required.
- Excellent oral and written communication, presentation, technical, customer service, organization, problem solving, analytical and critical thinking skills are required.
- Detail-oriented, resourceful and innovative with the ability to work collectively and independently to resolve issues and ensure that assignments and projects are accurately completed within established deadlines.
- Strong sense of diplomacy and the ability to master the necessary skills and comprehend the operations of the programs and projects of the organization
- Ability to work on multiple assignments in a team-based environment emphasizing flexibility in activities.
- Ability to lift and move supplies and equipment and perform physical tasks at – and leading up to – service projects.
- Computer proficiency – MS Office including Powerpoint, Excel, Outlook; Salesforce
- Demonstrated passion for community service.
- Enthusiasm, outgoing personality, and sense of humor are essential.
- Confidence that is balanced by an ability to exercise good judgment.
- Focused multi-tasking abilities with strong workload and time management skills.
- Open to new ideas and capable of generating alternatives when faced with challenges.
- Represent HandsOn Broward at meetings and on working groups, as appropriate
- Provide support for additional duties as necessary

Candidates should send a cover letter and resume to: Kathy Wint at Kathy@HandsOnBroward.org.