



Community Engagement Coordinator

Thrive and Otero & Lincoln County's 211 is currently seeking a Community Engagement Coordinator.

Position Description: The role of the Community Engagement Coordinator is to connect individuals and organizations to community resources.

Specific Responsibilities:

Answer phones, emails, faxes and walk-ins to identify/assess needs of inquirer

Respond to each inquirer in a professional, non-discriminating, empathetic manner, providing accurate information enabling the inquirer to choose the most appropriate resource(s)

Will occasionally advocate for inquirers by calling helping agencies, with the inquirer's permission, linking the inquirer directly to the agency

Update and maintain reports, resources, and resource database

Knowledgeable of human service system

Maintain cooperative working relationships with area service providers

Represents 211 and Thrive at meetings, events, presentations, and activities as requested or required

Makes presentations to community groups to promote collaborative relationships

Provides staff support to Thrive activities and events

Acts as staff lead on new projects

Trains volunteers and trainees on 211 and Thrive duties as required

Other duties as assigned

Education and/or Experience Requirements:

Two-year degree from a college or university or at least four years' experience in a related field (human/social service, non-profit)

Skill Requirements:

Strong organizational and time-management skills

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Strong oral and written communication skills

Effective problem solver and decision maker

Ability to work with people from diverse educational and cultural backgrounds

Be open and flexible in communication with special populations

Knowledge of grant writing and fundraising

Computer proficiency; MS Office Suite (database knowledge a plus)

Salary and Benefits

Salary for this position is \$10-\$12 per hour depending on experience, knowledge, and skill. Position is part-time, 20 hours per week. No medical, holidays, or accrued vacation is offered.

Valid driver's license required as well as access to reliable insured automobile to be used for work-related travel.

Must be willing to occasionally work non-standard work schedule when required, including nights and weekends.

How to Apply

Applicants should submit a cover letter and resume to 211@letsthrevenm.org with "Community Engagement Coordinator" in the subject line or mail to Thrive in Southern New Mexico, P.O. Box 14, Alamogordo, NM, 88311. NO PHONE CALLS PLEASE.