



Passage Home is a well-respected social service organization and is proud to serve as Wake County's Community Action Agency. Our mission is to break the cycle of poverty and create multi-generational self-sufficiency for individuals and families by helping them achieve housing and income security. We are seeking a **Community Engagement Coordinator** to help implement and administer effective outreach programs and events. This role will work closely with the Director of Development and Community Engagement to provide meaningful opportunities and activities for a variety of agency stakeholders.

Duties include but are not limited to the following:

- Represent the agency at various community events and meetings.
- Schedule and facilitate agency-sponsored community events and meetings.
- Coordinate volunteer recruitment, education and activities.
- Organize and manage donation drives.
- Cultivate relationships with businesses, individuals and other organizations.
- Provide logistical support for agency councils.
- Contribute to the development of outreach strategies that build strong relationships and promote the organization's mission and initiatives.
- Maintain complete and accurate work records; enter and track data for impact reporting.
- Advance the agency's organizational values: social justice focused, data driven, outspoken, collaborative, trauma-informed, investors.

The ideal candidate will have strong interpersonal skills, an affinity for networking and relationship building, and the ability to manage multiple projects and deliver on deadlines. A positive and productive attitude and flexibility in the face of changing needs and priorities are necessary for success.

A relevant college degree is preferred but not required. Demonstrated experience in one or more core job functions (community outreach/engagement, volunteer management, etc.) is required. Familiarity with diverse populations and the human services landscape is helpful. Proficiency in Microsoft Office applications and the ability to utilize an electronic platform for data entry/tracking is necessary.

The starting salary range for this position is \$45,000-\$50,000. Passage Home offers a family-supportive work environment, a flexible hybrid work schedule and a comprehensive benefits package.

All qualified applicants will receive consideration for employment without regard to race, color, religion gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. Passage Home is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity and certified Family Forward employer.

Please send cover letter and resume to hr@passagehome.org and include position title in the subject line.

