



GLOUCESTER COUNTY
invites applications for the position of:

Community Engagement Coordinator

SALARY: \$45,622 +/- DOQ

OPENING DATE: 2/8/2021

CLOSING DATE: Open Until Filled

Description:

Under general supervision performs administrative and clerical work planning, developing, coordinating, and evaluating school and community involvement and information programs. Work involves overseeing a comprehensive community school involvement program to include coordination of and oversight for school volunteer and community partnership programs; student enrichment programs; community use of the school facility two nights per week; study trips, speakers and community resources; and various school and county communications through printed publications and social and electronic medium. Employee must exercise independent judgment, initiative, and attention to detail in all areas of program planning and management. Employee must also exercise tact and courtesy in frequent contact with county and school officials and staff, students, family, and the public. This position serves Abingdon Elementary. Reports to the Senior Community Engagement Coordinator.

Required Knowledge, Skills, and Abilities:

Broad knowledge of and proficiency in Microsoft Office products: Word, Excel, and other various software to create and prepare correspondence, reports, publications, proposals and create and maintain computer databases, program files and records.

Broad knowledge of the principles and practices of community and school involvement programs; resources, materials, and facilities utilized in a comprehensive community education program; and principles of organization and administration.

Skilled in planning, establishing, implementing, coordinating and evaluating comprehensive programs for community involvement; gathering and analyzing information from a variety of sources; preparing clear and concise reports; planning and delivering speeches, workshops and presentations; and effectively expressing ideas orally and in writing.

Ability to prepare correspondence, reports, forms, budgets, studies, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Qualifications

Possession of a Bachelor's Degree in human services or an educational field.

Minimum of 1 to 2 years of experience in program development, volunteer management, or communications.

Any equivalent combination of training and experience, which provides the required skills, knowledge and abilities.

Special Requirements

To be considered for this position, your online application must include your cover letter, and resume. A minimum of 3 professional references must be listed on the application.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer