

Career Wardrobe Job Description

Title:	Outreach Coordinator
Supervisor:	Program Director
Starting Salary:	\$35,000
Compensation Range:	\$35,000-40,000
Employment Type:	Full Time, Exempt from Overtime
Insurance Benefits:	Healthcare (50% covered), Long/Short Term Disability (100% covered)
Paid Time Off:	15 days pro-rated in 1 st year plus state/federal holidays and 5 additional sick days granted while we are working during the COVID19 pandemic

Organization Overview

Career Wardrobe is a nonprofit social enterprise that uses clothing to inspire change. The Outreach Coordinator has primary responsibility for attending outreach activities such as job fairs and community events to represent and be an ambassador for The Wardrobe as well as coordinating the procurement of in-kind resources of clothing, products, and volunteers to support our program services.

The Outreach Coordinator will be on-site in person assisting with programming, at outreach events and meetings, and occasional work from home opportunities are available. This position works closely with each Wardrobe location and requires travel within Philadelphia, Delaware, and Bucks Counties in PA as well as the surrounding area. This is a grant-funded position through 6/30/2022 with the opportunity to be continued if future funding is approved.

The Wardrobe is an equal opportunity employer and encourages applications from people with diverse backgrounds and life experiences. We welcome applications from people with a history of incarceration.

Outreach Activities – 50%

- Responsible to researching and outreach to participate in events and activities where The Wardrobe will be able to promote its programs and services to the public, especially partner organizations, participants, and donors.
- Responsible for responding to incoming partnership and outreach event requests (volunteer days, job fairs, expungement clinics, corporate workplace campaign activities) and communicating to appropriate staff (i.e. Development and/or Program) to manage based on availability, capacity, and partnership level.
- Represent the organization at outside events as requested or prepare volunteers, staff, and/or Board members with appropriate materials and talking points to represent the organization if needed.
- Prepare and keep current slide decks and promotional items to be used for program outreach.
- Follow up with external organizations after events to receive feedback, track outcome in Salesforce, and manage acknowledgements, including social media promotion.

Volunteers & In-Kind Donations – 30%

- Assist Program Manager and Program Director to implement The Wardrobe's annual volunteer plan and strategy for meeting human resource needs.
- Respond to volunteer inquiries, routing to the appropriate team member and/or location.
- Plan Volunteer Orientation & Training, including assisting with content creation, outreach, confirming attendees and conducting orientation if needed.

- Conduct regular follow up with volunteers to track their engagement in the organization, including coordinating quarterly volunteer engagement activities (thank you gifts, acknowledgement posts on social media, ongoing training and educational opportunities).
- Manage corporate and group volunteer days at The Wardrobe, coordinating with program and development staff.
- Assist as requested with tracking clothing drive inquiries, planned drives, and outcomes in Salesforce and communicating to appropriate staff for deliveries and pickups across all Wardrobe sites.
- Respond as requested to outside requests from corporations, individuals, or community organization interested in hosting a clothing drive to support The Wardrobe. Manage requests based on program need, capacity, and partnership level.

Outcomes and Data Management – 20%

- All employees are required to track activities in Salesforce (database) and document work using our SOP system and Shared Google Drive to improve operations and report on activities regularly.

Qualifications:

- Education/Life Experience: College degree in relevant field and/or 2 years' experience in a nonprofit or similar organization with responsibility for outreach, donor relations, or volunteer management.
- Ability to think critically and strategically to solve problems. Demonstrated ability to meet established goals, take direction and feedback, and manage multiple priorities.
- Engaging and outgoing personality and ability to work with and communicate effectively with diverse populations.
- Detail oriented with good organization, writing, and interpersonal communications skills.
- Computer proficiency in database systems, Microsoft applications, Google calendars and applications, and social media (Facebook/Instagram).
- Access to a car with valid driver's license and/or ability and willingness to use public transportation to travel to external events throughout the Philadelphia region.
- Ability to work occasional evenings and weekends required.
- Career Wardrobe requires all staff to be vaccinated against COVID19 and proof of vaccination is required for employment.