



JOB DESCRIPTION

Job Title: Community Engagement Coordinator
Classification: Full-Time, Exempt
Location: Appleton, Wisconsin
Reports to: Community Engagement Manager

Overview:

The goal of Community Engagement Coordinator's position is to help fulfill The Family's mission by helping all people in our listening areas draw closer to Christ and through our mission in broadcasting the hope of Jesus Christ to strengthen and encourage listeners. To accomplish this, our Community Engagement team, is active in the communities we serve through station events, promotion, contests, community outreach initiatives, and in finding events for the station to participate in. This position will need to interact with our listeners. Organize and contact volunteers to help at station events.

Faith-Based Expectations:

- Uphold and live out The Family Radio Network, Inc.'s Mission, Vision, Core Values, and Doctrinal Statements and Beliefs.
- Provide servant leadership as patterned by Christ. The Community Engagement Coordinator is compassionate, speaks the truth in love, solicits feedback, has spiritual maturity, and will foster an atmosphere for The Family team to flourish.
- The Community Engagement Coordinator needs to maintain a personal relationship with and be a consistent witness for Jesus Christ. Maintain a courteous, Christ-like attitude in dealing with people within and outside the organization.
- The Community Engagement Coordinator will be able to minister, pray and share the Gospel with listeners and donors.
- The Community Engagement Coordinator is expected to be actively involved in a local church.

Primary Responsibilities:

- Execute radio station community engagement events and activities at various venue locations including set-up, take down tents, tables, sound system, etc.
- This position frequently attends and represents station at events that occur during evenings, weekends, and occasional holidays.
- Lead Help for the Homeless Hygiene Drive.
 - Secure & confirm area coordinators in all areas
 - Communicating via email, virtual meetings, and correspondence with coordinators
 - Update materials
 - Pre-plan event in securing/renewing sites
 - Participate in Appleton H4H events and other locations, as needed
- Assist Community Engagement Manager.
- Be able to "throw the party" by handling both pre-event and day of event logistics for The Family special events and concerts as needed.
- Interacting with listeners.
- Attend monthly Community Engagement Team Meetings.
- Find local events in our listening areas where The Family could participate in.
- Maintain a positive relationship with local non-profits, churches, and event organizers.
- Be a volunteer coordinator for the various stations. This includes calling, emailing, leading, training, coaching, and recruiting of volunteers. Help keep volunteer names and contact

information updated. Schedule volunteers for various events, as needed.

- Operate station vehicles and technical/promotional equipment, as needed Assist with station fundraisers twice a year or as needed.
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- Assist in designing and ordering station promotional materials.
- Search and apply for various awards The Family may be eligible for.
- Emcee at events, as needed.
- Collaborate with Digital Content Manager for graphic designs, as needed.

Requirements:

- Has a personal relationship with Jesus Christ; is spiritually grounded and knowledgeable of the Bible.
- Highly motivated team player capable of working in a fast-paced environment.
- Demonstrated ability to strategize, plan and execute radio station promotions and community outreach events.
- Passionate about the station, the vision and mission of The Family.
- Committed team player who listens well and who is not afraid to ask for help when needed.
- This position frequently attends and represents station at events that occur during evenings, weekends, and occasional holidays.
- Emotionally intelligent.
- Enthusiastic, energetic, outgoing, positive & fun personality.
- Strong verbal and written communication skills and interpersonal people skills.
- Strong attention to detail in order to organize and set up community engagement events. Ability to multi-task.
- Works well with others, trustworthy, honest, dependable and is passionate about the outreach of Christian radio and The Family.
- Ability to work independently and be self-motivated. Ability to work well within a team. Must be a good fit with the station. Able and willing to accept supervision.
- Flexible schedule to work at station events on evenings and weekends.
- Maintain confidentiality in all aspects of listener, clients, donor, staff, and company information.
- Proficient computer knowledge using Microsoft Office suite.
- Requires a valid Wisconsin Driver's License; have and maintain an Excellent Driving Record and be able to qualify for coverage from ministry insurance. Use of a personal vehicle may be needed with mileage reimbursement available.

Experience and Education:

- High School Diploma required.
- Customer service and promotional event experience preferred.

Other Duties:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Physical Demands/Working Conditions:	Continuously (67% - 100%)	Frequently (34% - 66%)	Occasionally (1% - 33%)
Working in usual office environment	x		
Focusing on computer screen for extended periods of time	x		
Keyboard and mouse use for extended periods of time	x		
Communicating clearly (speak) in English	x		
Using hands/fingers to handle, feel or write with clarity	x		
Lifting and/or carry – up to 40 lbs.			x
Hearing	x		
Listening	x		
Vision (close, distance & ability to adjust focus)	x		
Reading and following written directions		x	
Driving for work		x	
Driving at night and/or in poor weather conditions		x	
Sitting for extended periods of time		x	
Standing for extended periods of time		x	
Exposure to outdoor conditions		x	
Being exposed to excessive noise		x	
Pulling and/or pushing			x
Walking		x	
Walking on uneven ground			x
Reaching with hands and arms		x	
Stooping, Kneeling, Crouching or Crawling			x
Climbing stairs			x
Climbing ladders			x
Working overtime hours as required			x
Working in confined places			x
Traveling within Wisconsin (away from primary work location)		x	