



The **COMMUNITY ENGAGEMENT SPECIALIST VISTA** will develop and foster good relationships with communities where Volunteers of America of Indiana will start new programs for families affected by the opioid epidemic. Additionally, this position will ensure staff members in satellite offices are well connected to the External Affairs Department headquartered in Indianapolis. Volunteers of America of Indiana is committed to providing innovative addiction treatment services for hard to reach populations, especially families affected by the opioid epidemic.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Meet regularly with stakeholders to ensure essential logistics about new addiction treatment programs are being communicated and community relations are running smoothly. Report progress to Behavioral Health department leadership in Indianapolis.
- Coordinate with the External Affairs department staff to conduct community-wide surveys to ensure community members that often aren't heard from can voice their opinions.
- Connect with local businesses, corporations, and churches to recruit volunteers to support the program and/or community events.
- Attend community outreach events to provide more information about addiction programming to the community and recruit volunteers.
- Help staff get interns when appropriate/needed to further support the program.
- Meet with program staff to establish what volunteer positions are needed and can be done by individuals/groups in the community.
- Provide trainings for staff about onboarding volunteers, managing volunteers, accepting donations and knowing when to contact the External Affairs Department staff.
- Meet with staff regularly to monitor if volunteer management is going well and if the volunteers are having good experiences.
- Coordinate community events in support of the program
- Coordinate in-kind donations
- Assist the External Affairs department with fundraising efforts.
- Ensure volunteer coordination and in-kind donation efforts are established and maintained in accordance with VOAIN's policies and procedures
- Meet with the Department of External Affairs to fully debrief them on current challenges and potential future challenges with a proposal of how to solve said challenges.
- Provide trainings for all staff at satellite offices about processes in place for volunteer management and donations as well as appropriate points of contact for questions and concerns.

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires a Bachelor's degree in a related field and one to three years of experience in either volunteer management, fundraising, public relations, or event planning. The incumbent must display a high degree of professionalism and must adhere to the AFP Code of Ethical Principles and Standards for professional fundraisers. The incumbent must be able to work collaboratively and independently with minimal oversight since he/she will most often be away from the main office in Indianapolis. Strong written and verbal communication skills required. Public speaking experience necessary. Must be able to travel frequently and work weekends and evenings. Indiana driver's license required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly required to observe, sit, talk and hear. Occasional lifting of items up to 50 pounds. The noise level in the work environment is moderate.

All interested persons should send their resume and cover letter to Sara Pugh, Director of External Affairs at spugh@voain.org. Questions? Call her at (317) 660-2084.