



JOB DESCRIPTION

Community Engagement Coordinator

Reports To: Community Engagement Manager

Location: Dallas, Texas

Job Type: Full-Time, Exempt

Pay Schedule: Pay period is every two weeks.

Benefits: Health, Dental, and Vision

ORGANIZATION OVERVIEW

Hugs Café, Inc. is a nonprofit organization dedicated to enhancing the lives of adults with special needs through training, employment, and meaningful engagement. Our programs—Hugs Café, Hugs Greenhouse, Hugs Training Academy, and Hugs Home Cooking—serve as platforms to empower individuals, foster community, and promote independence through hands-on learning and employment opportunities.

POSITION OVERVIEW

The primary function of the Community Engagement and Development Coordinator is to support the organization's community engagement through volunteer recruitment, capturing marketing content, and fundraising and event planning efforts. This role will collaborate with the Community Engagement Manager in assisting with volunteer and community outreach, event coordination, and promotional activities. Providing continuous networking to support the mission through diverse funding sources and executing impactful fundraising strategies and Gala event support. This position reports to the Community Engagement Manager.

KEY RESPONSIBILITIES

Fundraising & Donor Relations

- Personally cultivate and steward relationships with donors and corporate partners.
- Support annual fundraising campaigns, events, and capital initiatives as requested.
- Maintain systems for donor recognition, stewardship, and relationship management.

Marketing

- Attend events and develop media (photos and videos) to help promote the organization's presence on social media.

Community Engagement

- Identify and cultivate new community partners for mission support.
- Coordinate logistics for community events Hugs is invited to participate in.

Gala

- Oversee aspects of the annual gala, volunteers, event logistics, and team management.

Volunteer Recruitment

- Recruit volunteers to support the needs of the organization
- Host & attend recruiting events within the community
- Work with Marketing Manager for printed and digital material to publicize volunteer opportunities
- Develop and maintain relationships with other organizations that have potential volunteers in the area

Volunteer Management

- Schedule and conduct volunteer tours, orientations, and trainings
- Coordinate and lead volunteers for special events
- Recruit, train, and communicate with volunteers for all fundraising events
- Send out email reminders for volunteers when needed
- Provide ongoing support and guidance for volunteers
- Regularly communicate with Dallas program managers to assess their volunteer needs.
- Monitor program volunteers for effectiveness.
- Seek regular feedback from volunteers to improve their experience
- Build and maintain relationships with all program volunteers
- Show frequent appreciation (including verbal praise, thank you card, etc)

WORK EXPECTATIONS

- Work hours: minimum 40 hrs. week; occasional nights and weekends for events
- Consistently display the personal qualities of integrity and credibility with a commitment to and passion for the Hugs Café, Inc. mission
- Acts with reasonable care and diligence regarding the best interests of Hugs Café, Inc.
- Represent Hugs Café, Inc. in a professional and dignified manner at all times

QUALIFICATIONS & COMPETENCIES

Required:

- Strong relational and organizational skills
- Leadership and motivation for volunteers
- Have a clear background check with no related offenses that may jeopardize the integrity of our program

Preferred:

- Experience working in the disability community or other vulnerable populations

Other Knowledge, Skills or Ability:

- Able to maintain accurate records
- Able to maintain multiple ongoing projects effectively

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.
- The employee must frequently lift and/or move up to 25 pounds. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required of the supervisor.