



**Position Title:** Community Engagement Manager

**Schedule:** Full-time

**Reports to:** Director of Programs & Facilities

**Supervises:** Volunteers, Interns, Apprentices

**Status:** Full-time, non exempt (Occasional evening and weekend responsibilities are required)

**Salary:** \$50,000 - \$52,000 DOE

**Organization Overview:** Bounty & Soul is an innovative, grassroots, community-based organization working to advance food and health equity by giving everyone a fair opportunity to eat well, be healthy, and thrive. We provide consistent access to nourishing food, health & well-being education, and a supportive community. We are an energetic, passionate, and committed team made up of a small but mighty staff, more than 400 volunteers, 100+ community partners and key stakeholders that are dedicated to advancing our mission.

**Position Overview:** This position manages all aspects of community engagement and volunteer management within the organization. This includes recruitment, supervision, training and connectivity of volunteers; the input and feedback of community participants in the continued formation and evaluation of programs; and the education and awareness of Bounty & Soul's mission to wider community partners, facilitating their contributions to the Bounty & Soul community.

**Equal Opportunity Employment:** Bounty & Soul is an equal opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants for employment and do not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other characteristic protected under federal, state, or local laws. This commitment applies to all aspects of employment, including recruitment, hiring, promotion, transfer, compensation, benefits, training, termination, and other terms and conditions of employment. Bounty & Soul also provides reasonable accommodations to qualified individuals with disabilities and sincerely held religious beliefs, in accordance with applicable laws.

## **COMMUNITY ENGAGEMENT**

- Develop and implement comprehensive community engagement strategies that foster strong relationships between Bounty & Soul and the community
- Work collaboratively with the team to create, support, and administer innovative programs and initiatives that enhance community participation, understanding, and input.
- Develop strategies to strengthen and grow relationships with the people we serve, community based organizations, corporate partners, and volunteers

- Represent and promote Bounty & Soul at community events, partner meetings, and fundraising opportunities
- Collaborate with Rooted in Health™ Manager to identify and schedule supportive SDoH community partners for market days
- Collaborate with the Marketing and Communications Specialist to create flyers and promotional material for markets, and also contribute content for social media and newsletters
- Create and maintain a repository of community resources on the Bounty & Soul website for participant access
- Ensure all public facing resources created are translated, accessible and available to the communities we serve
- Collaborate with the Director of Development to execute Hunger Action Month and Small Business Saturday as well as special events such as Farm to Fork and other fundraising campaigns
- Support the execution of our annual DigDay, a community plant give-away and educational event.

## **VOLUNTEER MANAGEMENT**

- Develop strategies to promote volunteer engagement opportunities for individuals, businesses, organizations and most importantly, the people that we serve
- Recruit, schedule & supervise volunteers, interns, apprentices and AmeriCorps members
- Collaborate with the program directors and managers to assess ongoing volunteer needs and develop a schedule of volunteer shifts that support their needs
- Oversee volunteer participation in setup and execution of community markets as well as Produce to the People™, Farmers Alliance™, and Rooted in Health™ tasks and activities
- Collaborate with Director of Programs & Facilities to maintain a safe and clean environment for volunteers, ensure volunteers practice safe food handling and follow cleaning checklists
- Serve as manager on duty at specified community markets, supporting the team and overseeing volunteers
- Manage the Benevolent Box program, maintaining participant roster and ensuring volunteers are executing routes effectively and efficiently,
- Develop volunteer training materials, in written, workshop and video formats, with strong support from the Deputy Director.
- Facilitate training for new volunteers, oversee ongoing training for recurring volunteers, and developing creative ways to keep volunteers engaged and feeling supported

## **ADMINISTRATION**

- Accurately track volunteer hours and provide regular reports to Deputy Director and Director of Programs & Facilities
- Establish and maintain an inventory system for promotional merchandise. Ensure merchandise is available for purchase at market events, fundraisers, and other community events.
- Lead the evaluation of volunteer management systems and implement a chosen platform
- Assist with content for grant reports as needed
- Willingness to contribute to the needs of the organization as they may arise

## **MINIMUM ATTRIBUTES:**

- At least 3 years experience managing volunteers, collaborative groups or community engagement program

- Minimum 1 year in supervisory or management roles, 2-3 years preferred
- Experience with Donor Perfect or similar CRM and/or volunteer management software
- Experience engaging and networking with external organizations
- Experience with data collection and dissemination
- Firm knowledge of Google Workspace with advanced Sheets or MS Excel experience
- Strong time management skills with the ability to multitask in a fast paced environment
- Strong communication skills, both written and verbal
- Able to make decisions and recommendations independently while also working collaboratively
- Strong organizational and leadership skills
- Must possess outstanding relationship building, interpersonal, communication, planning, prioritization, problem solving, team building and decision making skills.
- Works effectively as part of a team and is a highly motivated self-starter
- Bilingual is a plus, particularly Spanish speaking

#### **REQUIREMENTS:**

- Valid and clean NC driver's license
- A solid understanding and commitment to Bounty & Soul's mission, vision and manifesto
- Ability to remain flexible and the curiosity to seek creative solutions
- A confident and articulate public speaker who can communicate effectively with a diverse group of constituents, including staff, volunteers and the public
- Ability to lift 35 lbs and do manual work on one's feet for an extended period