PLEASE POST

VACANCY ANNOUNCEMENT
06/04/12

Community Action Coalition for South Central Wisconsin, Inc (CAC), a private, non-profit agency dedicated to developing economic and social capacities of individuals, families and communities to reduce poverty in Dane, Jefferson and Waukesha Counties is accepting applications for:

Coordinator of Community Relations

Coordinator is responsible for the coordination of CAC’s volunteer program and donor and community relations. Position oversees the recruitment and supervision of volunteers for on-going and one-time volunteer opportunities, including volunteers placed through the Department of Vocational Rehabilitation. Also is responsible for oversight of CAC’s Clothing Center and reception area. Position will ensure high quality services are delivered and a strong positive image is promoted. Position will have an overall understanding of all programs and will represent the agency at some community events. Position will assist the Manager of Agency Development in organizing resources, collecting donor and volunteer data, recognizing donors and completing other agency development activities in order to operate programs efficiently.

At least one year of experience and knowledge of the needs and resources available to individuals and families affected by poverty. A minimum of one year of supervision of staff or volunteers and demonstrated knowledge of supervisory methods. Experience in recruiting volunteers in a non-profit setting, preferably in a group serving individuals and families affected by poverty. Possess effective written and oral communication skills. Ability to work effectively with people of diverse racial, cultural, social, educational, and economic backgrounds, including high risk populations involved with the Department of Vocational Rehabilitation. Experience with organizing events and locating resources. Experience with customer service practices and procedures. Experience with social media and website editing and design. Demonstrated dependability, punctuality, self-motivation, initiative, and an ability to work with a minimum of supervision and as a team. Be detail-oriented, manage multiple priorities and be able to prioritize tasks.

Position is based in Madison and includes a benefit package including holidays, leave time, insurance plans and a SEP retirement plan. CAC offers a casual, diverse, smoke, latex and fragrance-free work environment.

You may access the application materials (complete position description, the salary/benefit listing, data record and the required application form) at www.cacscw.org, call (608) 246-4730 ext 215 or stop by 1717 N. Stoughton Road, Madison, 53704-2605. Résumés alone are not accepted.

Application materials are due Tuesday, June 19, 2012, by NOON at the above address.