



BookSmiles is Hiring!

Outreach Coordinator

Job Description

Hours per week: Full time position: 37.5 hrs./week

Location: BookSmiles Book Bank, 7300 N. Crescent Blvd, Unit 10, Pennsauken, NJ 08110

BookSmiles, a South Jersey 501(c)(3) nonprofit, is searching for a talented and professional Outreach Coordinator to develop and maintain all community outreach activities. The Outreach Coordinator will represent the company and work with the Executive Director to develop and implement initiatives that increase company visibility within the region.

The ideal team player must be self-motivated, enthusiastic and aware of community resources as well as have experience cultivating volunteer/educator/donor/funder relationships.

Specific BookSmiles programs: Teacher Take, School & Non-profit Outreach, Volunteer Coordinator (individuals & groups)

Responsibilities:

- Maintains a calendar of outreach activities, including community events, appearances and other communication opportunities to raise awareness for the organization.
- Creates an annual outreach plan.
- Customer service orientated—greet donors, volunteers and customers and hold professional conversations with them about the BookSmiles mission and learn more about them.
- Develop partnerships to assist in the distribution of children's books via educators and other nonprofit organizations.
- Assist Executive Director to nurture new and old relationships with collaborative partners.
- May design, coordinate, and facilitate the execution of various fundraising campaigns and events in support of the unit's programs and projects.
- Effectively recruits volunteers, including our student Ambassadors.
- Finds venues for book distribution, occasionally distributing in-person.
- Assist in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.
- Research and apply for grants.
- Sorts/packs books quickly - one gaylord (2-3 hours), train volunteers to sort, and maintain quality standards.
- Assists in budget management, payables.
- Additional duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of social media and other basic marketing platforms.
- Ability to pay attention to detail and manage multiple projects at one time.
- Ability to be flexible and adapt to changing needs and time pressures.
- Ability to communicate professionally and build relationships with coworkers, volunteers, customers, donors, and vendors.
- Ability to create and sustain positive working relationships at all levels of the agency; internal and external.
- Proven relationship-building skills to support collaboration and partnership activities.
- Ability to track, analyze, and adjust programs and processes as necessary.
- Ability to lift 30-40 lb boxes of books.
- Ability to work in warehouse conditions: concrete floor, temperature extremes, (dirt)
- Must have dependable personal vehicle to travel to work and sometimes to other locations. (Reimbursement for mileage)

Requirements:

- Preferred experience of 2 to 5 years conducting outreach, community engagement, and or non-profit fund development.
- Outstanding written communication and presentation skills.
- Computer skills–Google suite, Donor Snap (will train), Sign Up Genius (will train)
- Some weekend/evening hours are required.

Benefits:

- Wage based on experience.
- 401k with 3% salary match.
- \$880 - \$1000 per year employer contribution for a plan under the Affordable Care Act.

To apply:

Send a cover letter of interest and your resume to Larry Abrams,
Larry@booksmiles.org

Include “Outreach Coordinator” in the subject line.