

Girls Inc. of Chattanooga

Job Description

Outreach & Engagement Specialist

Reports to: Chief Development Officer

FSLA Status: Hourly/Non-Exempt



of Chattanooga

The mission of Girls Inc. of Chattanooga (Girls Inc. of Chatt.) is to inspire all girls to be strong, smart, and bold leaders within their families, their community, and society. Our comprehensive approach to whole-girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent leaders.

Originally founded as the Girls Club of Chattanooga, Girls Inc. of Chatt. has educated and empowered girls since early 1961. Through in-school, after-school, and seasonal camp programming, our organization serves a diverse group of more than 800 girls, ages 5 to 21. Girls Inc. of Chatt. is an affiliate of Girls Inc. National, which serves more than 144,000 girls annually through a network of seven-five (75) affiliates across the U.S. and Canada.

Girls Inc. of Chattanooga is an Equal Opportunity Employer.

Position Summary:

The Outreach and Engagement Specialist (OES) is responsible for supporting and executing the day-to-day operations of community outreach (i.e., job fairs, festivals, fairs, etc.) and engagement with special groups (i.e., volunteers, etc.) within Hamilton County, the City of Chattanooga and Marion County. This position is responsible for developing processes and plans to support the organization's strategic direction, engagement, cultivation, and stewardship of community partnerships.

As a member of the support team and strategic partner to the Chief Development Officer, the OES plays an integral role in the organization's success, as well as volunteers, staff, and community stakeholders. We measure success through measurable goals and outcomes, growth in volunteers, and service hours.

Essential Duties and Responsibilities:

Must be able to perform all tasks in-person, off-site, and on-site at all Girls Inc. of Chattanooga locations.

- Manages all projects, timelines, and performance goals of community outreach.
- Creates and implements bi-annual (or as-needed) professional development and training for volunteers, program, and administrative staff.
- Conducts mid-year and end-of-year performance reviews with volunteers.
- Ensures volunteers demonstrate a high level of ethics, integrity, respect, and initiative.
- Provides routine meetings and check-ins with volunteers.
- Ensures timely submission of narrative, demographics, reports, and any other related obligations; serves as a point of contact.
- Develops written measurable plans that include volunteer recruitment, retention, appreciation, and evaluation.

Partnership, Outreach, and Engagement

- Works closely with CDO to establish and maintain a comprehensive community engagement profile.
- Develop and evaluate recruitment plans and procedures for community outreach and engagement.
- Maintains effective relationships with community partners and volunteers.
- Represents Girls Inc. of Chattanooga at external meetings, community committees/task forces, and outreach events in a professional manner.

Knowledge, Skills & Abilities:

- Energetic and passionate about advancing the mission and serving our participants and their families within their communities.
- Ability to work cooperatively and collaboratively with staff, volunteers, and community partners.

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- Ability to manage multiple projects/partners simultaneously; decision-making and problem-solving; must be highly detail-oriented and organized.
- Passionate about diversity, equity, and inclusion and serving in a pro-girl environment.
- Ability to demonstrate a high level of ethics, integrity, respect, and initiative.
- Maintains a positive, “can-do attitude” and works with a sense of urgency to achieve organizational goals and overcome obstacles, challenges, and constraints that arise in fulfilling those goals.
- Excellent written and verbal communication skills; effective communicator.
- Excellent database and computer skills and experience using technology to streamline processes.

Experience & Qualifications:

- Minimum 4 years of experience in volunteer management, program development, or operations.
- Minimum requirement of an associate’s degree in non-profit operations, volunteer management, business management, donor relations, public administration, or related field.
- Must have a valid driver’s license with a clean driving record.
- Must be eligible to obtain an F-endorsement and training and certification in First Aid/CPR.
- Must be eligible to drive an 8-15 passenger van with children and/or adults as passengers.
- Must be flexible to work Sunday through Saturday during school day, after school, evenings, and weekend hours as needed.
- Proficient in Microsoft Office Suite and Canva.
- Must have reliable transportation.
- Must be able to travel regionally and nationally.
- Must be able to remain in a stationary position 50% of the time.
- Must be able to occasionally lift < 30-50 lbs. of equipment or supplies for various needs.
- Bi-lingual in Spanish (verbal and written) is a plus.

The Outreach and Engagement Specialist is a part-time position of 25-27 hours per week. Compensation is determined based on experience, degree of education, and level of expertise. The position requires morning, evening, and weekend hours.

Interested parties are asked to e-mail a resume and cover letter to jobs@girlsincofchatt.org. Applications will be accepted until the position is filled. E-mail submissions are preferred. Any questions may be directed to the Girls Inc. main office at 423-624-4757.

Girls Inc. envisions a world where girls and all youth have what they need to grow and flourish, in school and beyond. Our Bill of Rights and Advocacy Platform focuses on policies and practices that support girls’ health and wellness and foster school climates that are conducive to learning for all students, particularly those from underserved communities and those who face discrimination and other obstacles because of their race, color, national origin, sex, disability, sexual orientation, gender identity, and/or religion. At Girls Inc. we are committed to a girl-centered advocacy approach that is grounded in the experiences of the girls in our network. We lift girls’ voices and give them opportunities to advocate on issues that matter to them, in their communities and beyond. Our Bill of Rights and Advocacy platform can be found on our national website at www.girlsinc.org.

Special Note As an organization, we have the right to address recommendations based on the local needs of the girls and families we serve.