



## **VOLUNTEER NH**

### **Events & Outreach Program Officer**

**POSITION LEVEL**

Program Officer I

**CLASSIFICATION:**

Full-time Limited

Non-Exempt (Hourly)

**JOB SUMMARY:** This full-time, in-person position is responsible for leading event planning and coordinating outreach efforts for the organization.

**SUPERVISION RECEIVED:** This position works under the direct supervision of the Executive Director.

**SUPERVISION EXERCISED:** None

**ABOUT VOLUNTEER NH:**

Volunteer NH envisions our state as a place where people volunteer together to build strong and connected communities. We bring our vision to life by engaging those communities to solve local challenges through volunteerism. Designated as the State Service Commission for New Hampshire in 2001, we have over two decades of experience in service. Our AmeriCorps portfolio has a wide variety of programs and is worth millions of dollars in federal funds.

At Volunteer NH, we are committed to being an exemplary and inclusive employer and view our employees as our greatest asset. We embrace a culture of teamwork where everyone engages in open and honest communication. We strive to create an environment that promotes a common vision and sense of purpose; regular celebration of success; courage and perseverance to take risks; personal integrity; and continuous learning.

**PRIMARY ACTIVITIES:**

**Event Planning:**

- Governor's Conference on Volunteerism & Spirit of NH Awards
  - Conduct committee recruitment and foster a culture of actively engaged members whose involvement strengthens the events.
  - Along with the Committee Chair, help facilitate committee meetings and be the staff point person on events.



- Working with the Committee Chair, ensure that all aspects of the events are completed, including (but not limited to) setting a date, acquiring space, ordering food (as applicable), conducting outreach, answering questions from the public, reviewing registrations (as applicable), and post-event follow-up.
- Ensure that the events are fully funded by conducting and overseeing sponsorship outreach and partnership development; conduct sustainability planning. Attend Development Committee Meetings and participate in relevant development activities.
- AmeriCorps Days of Service
  - With assistance from the Volunteer NH AmeriCorps Program Officers and AmeriCorps Program Staff, take the lead on coordinating any statewide AmeriCorps Days of Service (9/11 Day of Service, Martin Luther King Jr. Day, and AmeriCorps Week). This can include facilitating an event planning sub-committee, polling programs and members on ideas, coordinating space and guest speakers, and conducting feedback surveys.

#### **Outreach:**

- Lead Volunteer NH outreach and communication efforts including, but not limited to:
  - Creating content (taking photos, shooting/editing videos, designing graphics, and writing captions) for use across the various Volunteer NH social media platforms, including Facebook, Twitter, Instagram.
  - Designing and distributing physical print media, including annual reports, posters, and event programs.
  - Creating regularly distributed email newsletters and special update emails.
  - Writing and distribute press releases and media advisories.
  - Representing Volunteer NH at outreach events.
- Manage the Volunteer NH website, ensuring the content is relevant and up-to-date.

#### **SECONDARY ACTIVITIES**

Other activities may include:

- Supporting Volunteer NH committee efforts
- Assisting with other program activities, including AmeriCorps and other grant funded efforts.
- Completing other duties, as assigned by the Executive Director.

#### **JOB QUALIFICATIONS:**

**Minimum:**



- High school diploma or GED equivalent with at least four years of relevant work and/or service experience
- Proficient with computer applications, in particular Microsoft Suite (Outlook, Word, Excel), Canva and the interest/ability to learn new software applications
- Proficient in social media platforms
- Superior organizational, planning, and analytical skills
- Ability to work both independently with general supervision and as part of a project team.
- Comfort with facilitating group and committee work.
- Demonstrated ability to coordinate multiple projects effectively
- Valid driver's license and/or reliable transportation

**Preferred:**

- Some experience with non-profits, grants, or program management.
- Experience with website design, especially WordPress
- Experience with Constant Contact
- Experience with Google Ads
- Experiences working effectively with diverse populations, representing the communities we serve in New Hampshire

**EMPLOYER OF NATIONAL SERVICE**

Volunteer NH is an [Employer of National Service](#). AmeriCorps alums are encouraged to apply.

**HOURS & LOCATION:**

This position generally works Monday–Friday, 40 hours per week requiring prompt, regular attendance with occasional participation in evening, early morning, and weekend engagements. The Volunteer NH office space is located in Concord, NH (117 Pleasant St; Dolloff Bldg. 4<sup>th</sup> Fl).

**PRINCIPAL WORKING RELATIONSHIPS:**

Relationships include Volunteer NH staff and Board of Directors, AmeriCorps program staff and members, New Hampshire nonprofits and agencies, and the general public.

**WORKING CONDITIONS:**

Work is typically performed in an office setting on a computer. It is of moderate physical demand, including standing, sitting, and walking. Filing records may be required, which would include some stooping, bending, and reaching. This position may include significant deadline pressures; frequent interruptions; and daily telephone, video, and email work.



The position requires occasional travel locally, statewide, or further for required meetings and conferences. It may also include occasional assignments that require one to be out of doors in a range of temperatures.

All of the above duties and responsibilities are essential position functions. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related activities as requested by their supervisor. All of the above mandatory and potential job requirements are subject to reasonable accommodation.

#### **EQUAL OPPORTUNITY STATEMENT**

Volunteer NH is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, pregnancy, age, disability, citizenship, national origin, genetic information, military or veteran status, or any other status or characteristic protected by law.

#### **PAY RANGE:**

Hourly Rate: \$19.00 - \$24.00

#### **BENEFITS:**

Benefits include (but are not limited to): medical insurance, dental/vision insurance, health reimbursement account, basic life and AD&D insurance, long and short-term disability insurance, 403(b) retirement plan contribution, paid holidays (12), and paid vacation and sick time.

#### **HOW TO APPLY**

Email a résumé and cover letter to Lesley Rossi: [Lesley@VolunteerNH.org](mailto:Lesley@VolunteerNH.org)