



Community Engagement Coordinator – Van Go, Inc.

About Us:

Van Go, Inc. is an arts-based nonprofit organization providing comprehensive, ‘earn while you learn’ employment programs and social services to Douglas County youth, ages 14-24. Using art as the vehicle, Van Go provides employability and life skills training, health and wellness education, and social service supports to inspire our youth to create their own visions of success. Van Go’s nationally recognized programs put art to work, meet young people where they are, and spark what is possible through creative expression. **Our mission is to inspire young lives through art, work, and community.**

Our Core Values - At Van Go, we:

- *Believe in the power of art*
- *Create a safe environment for self-expression*
- *Prioritize overall health and well-being*
- *Encourage self-empowerment*
- *Nurture community and a caring “home away from home”*
- *Inspire hope for the future*

Position Summary:

The Community Engagement Coordinator is responsible for a wide range of responsibilities including working closely with Van Go program and development staff to support community engagement, marketing and development efforts.

Essential Duties and Responsibilities:

The Community Engagement Coordinator has high demand periods and is a diverse position that includes a mix of development support, administrative tasks, project coordination, and creative work. Specific responsibilities for the Marketing & Development Coordinator will include, but are not limited to:

Coordinate Social Media and Marketing

- Develop mission-oriented social media strategy and messaging in coordination with Community Outreach Director
- Maintain and utilize brand knowledge and marketing plan when designing Van Go media
- Lead Van Go outreach efforts and attend promotional events
- Develop and maintain Van Go branding knowledge and maintain database
- Document agency activities for organizational archives
- Maintain Van Go website and make timely updates in coordination with marketing plan
- Develop and maintain SEO plan and utilize when developing and maintaining marketing strategy

Support Event Planning

- Assist in all Van Go event planning activities in coordination with Community Engagement Director
- Lead event retail efforts for Van Go’s Community Classroom/Gallery space, to meet budget goals

Support Fundraising and Grant Efforts

- Assist in all Van Go fundraising activities
- Coordinate activities with commissioned clients and track art commissions to ensure timely payments are made
- Maintain accurate and detailed donor records, maintain fundraising software and manage all gift correspondence and maintain federal compliance standards
- Maintain historical fundraising data records
- Develop and maintain grant-writing knowledge and assist in grant-writing activities
- Maintain grant database and coordinate reports

Other

- Manage Van Go online store and maintain art inventory records
- In coordination with Executive Director and Community Engagement Director, participate in strategy and planning sessions to produce social media plan, marketing plan, development plan, digital marketing plan, etc.
- Assume all other duties as assigned

Qualifications & Experience:

- Bachelor's degree in a related field from an accredited institution
- Demonstrated at least two (2+) years of relevant professional work experience in the areas of volunteer coordination, events and/or marketing
- Demonstrated experience planning and executing successful events for a variety of audiences and development objectives
- Ability to effectively manage change and move toward solutions intentionally and optimistically with a "can-do" attitude and the ability to inspire and motivate others
- Ability to engage with youth of different ages and diverse backgrounds effectively and enthusiastically, and a sensitivity to and appreciation for the population Van Go serves in our programs.
- A commitment to uphold and implement Van Go's mission, educational philosophy, code of ethics, professional standards and equity values is expected, along with the belief in the transformative power of creative expression
- Adaptability, analysis, collaboration, personal impact, dependability, safety awareness, organizational sensitivity, professionalism, and teamwork are characteristics central to this position.
- Must have the ability to listen, be patient, communicate information and ideas so others will understand, build relationships, inspire creativity, be encouraging, respectful, and resilient.
- Ability to prioritize, multi-task, effectively manage competing demands, work proactively, meet deadlines, and have strong attention to detail.
- Competency with social media platforms and software including Microsoft Office, Google Suite, website maintenance, and case management databases.

Additional Conditions/Requirements:

Selected candidate must pass a series of pre-employment background checks as a condition of employment. Reliable transportation, a valid and unrestricted driver's license, clean driving record and proof of insurance are required. Physical requirements or considerations to perform this job successfully include: Ability to move items/event supplies weighing up to 30 pounds, ability to work at a computer for extended periods of time, ability to move frequently in the completion of job requirements, and the ability to complete multiple projects and tasks under deadlines and with short notice. The work hours for this position will be primarily concentrated Monday-Friday, with flexibility to meet the needs of the position responsibilities and agency.

Occasional evenings and weekends for events, community outreach engagements, and to meet deadlines. This position reports to the Community Engagement Director.

Van Go is committed to maintaining a culture of integrity, kindness, dignity, and respect. Van Go requires every employee to conduct themselves in a positive, collaborative, and professional manner at all times.

Compensation/Benefits:

The Program & Marketing Coordinator position is full time, salaried and exempt. Compensation discussions are a part of the interview process and are commensurate with education, experience, demonstrated skills/traits. Van Go is committed to a healthy work-life balance and our employees enjoy competitive pay, attractive benefits, and a collaborative, creative and rewarding work environment.

Van Go, Inc. is an Equal Opportunity Employer and is committed to fostering diversity and inclusion. Van Go, Inc. believes that equity, inclusion, diversity, and antiracism are essential to our mission. We want our Van Go community to benefit from varied ideas, world views, and personal experiences. We stand against all forms of discrimination and are committed to creating an environment grounded in our equity values. Van Go welcomes everyone.