



Position Title	Community Outreach & Engagement Coordinator
Department	Resource Development & Marketing
Reports to	Development Director
Status	Full-time, Exempt
Updated	3-2025

Position Summary

Mosaic Georgia’s Community Outreach & Engagement Coordinator is a dynamic, creative “people person” who thrives in cultivating meaningful relationships and creating a culture of hospitality for Mosaic Georgia within the organization and with the community. This impactful role is central to our mission, focusing on increasing awareness and support for our services, fostering collaborations with key populations, and driving financial and in-kind support for our mission.

To achieve these goals, the Community Engagement Coordinator works closely with a cross-section of people -- managers, peers, board members, and volunteers. As a highly collaborative role, it demands attention to detail, ability to manage multiple tasks, adaptability, timely follow-up, and the capacity to inspire people to engage. This role requires participation in staff meetings, continuing education, and occasional evening and weekend work for events and activities.

Key Responsibilities

This person has working knowledge of victim advocacy and specifically violence against women advocacy; campus response to sexual assault, particularly Title IX and the Federal Clery Act; Mosaic Georgia protocols; community service provider agencies; approved service referral professionals and resources.

Outreach & Community Engagement

1. Coordinate & attend Mosaic Georgia’s participation in community events, festivals and meetings to promote our mission to residents and stakeholders.
2. Schedule & present to civic organizations, businesses, and others to promote Mosaic Georgia impact and services. Collaborate with internal departments to deliver appropriate messages.
3. Develop collaborative partnerships with local businesses, civic organizations, and stakeholders. Nurture relationships with quality follow-up.
4. Implement strategies with Mosaic leadership to actively engage volunteers in mission-centric activities.
5. Support and guide volunteers eager to raise awareness and resources for Mosaic Georgia, ensuring their efforts align with our mission and goals.

Event Planning & Logistics

1. Play pivotal role in Mosaic’s annual events and Awareness Campaigns, with specific goals for each event or activity.
2. Support friend/fund-raising initiatives, in key periods like Spring (April), Fall (Back to School), and Winter.
3. Staff lead to the Mosaic Masterpieces event, liaising with the Development Director, Executive Director and Board to establish Host Committee and engage volunteers. Oversee planning, planning, logistics, sponsorships, and ensure a seamless guest experience from start to finish.

Stewardship of Relationships

1. Support Development Director to develop strategies and schedule for connecting with, acknowledging and thanking volunteers, partners, and donors throughout the year.
2. Engage board members in all awareness and fundraising events; offer tools for fundraising efforts.
3. Organize Appreciation events for Group Volunteers, Donors, Board, Partners.

Tracking, Reporting and Analysis

1. SharePoint: Maintain documents and reports in appropriate folders in SharePoint library.
2. In Salesforce:
 - a. Create Campaigns and Opportunities for all volunteer engagements with clubs, organizations.
 - b. Update communications with potential sponsors and donors in their Salesforce profiles.
 - c. Documenting events in the Mosaic events section.
3. Constant Contact: update contact information and appropriate “tag” or “category” that reflects their donor status.

Required Qualifications

- Excellent communications skills – public speaking and in writing
- Demonstrated strong marketing and public relations skills
- Demonstrated cross-cultural competency and the ability to communicate effectively to diverse audiences and in a variety of contexts
- Proven experience planning successful large-scale events within budget.
- Demonstrated ability to recruit & lead volunteers for positive, impactful events.

Knowledge, Skills, and Abilities

- Exercises discretion and maintains confidentiality and security of private and personal information
- Ability to think strategically, plan, organize workflow, coordinate multiple tasks and manage projects.
- Able to work well independently and as a team member.
- Technology/IT: Proficiency in Salesforce for Nonprofits preferred, Constant Contact, SharePoint
- Valid Drivers License and reliable transportation.
- Demonstrated stress resilience; model self-care, positive attitude and sense of humor
- Active engagement in Gwinnett community preferred.

Education & Experience

Bachelor’s degree in Marketing, Communications, adult education, human services (preferably studies in nursing, psychology, education, social or behavioral sciences, criminal justice, or related field) preferred or equivalent in experience providing case management or outreach for non-profit organization or business providing community services. Formal education may also be substituted with advanced professional training coordination experience

Conditions of Employment

- Completion of a background investigation including a criminal background check
- Confirmation of the credentials and employment history
- Valid driver’s license, access to reliable transportation
- Must complete Sexual Assault Victim Advocacy education course during first month

Mosaic Georgia is an Equal Opportunity Employer. It is policy to not discriminate against any applicant on the basis of race, color, ethnicity, national origin, religion, age, sex or gender identity, sexual orientation, legally protected disabilities or veteran status. Mosaic Georgia complies with E-Verify and criminal background check requirements of federal funding sources including US Victims of Crime Act.