



Dallas Afterschool

Dallas Afterschool, a 501(c)(3) nonprofit formed in 2007 works to level the playing field for children of all races and economic backgrounds by informing community stakeholders, supporting afterschool and summer programs and their staff members, and coordinating community resources. We envision a community with the resources and the will to provide impactful learning beyond the school day for all children.

Job Title:	Community Engagement Specialist	Reports to:	VP of Development
Employment Status:	Full-Time/Exempt	Manages Others:	No

Job Description:

The Community Engagement Specialist will be responsible for raising support for and awareness of Dallas Afterschool. This individual will help create and strengthen organizational relationships with key stakeholders through the effective delivery of Dallas Afterschool's fundraising campaigns, key events, and communications.

- Provide event coordination and fundraising support for all Dallas Afterschool events.
- Work collaboratively with the VP of Development in cultivating, soliciting and stewarding donors and sponsors.
- Recruit and supervise volunteers.
- Manage social media communications and campaigns, expanding our reach online.
- Maintain Dallas Afterschool's communications calendar.
- Collect client impact stories, photos, and testimonials that illustrate of the value of Dallas Afterschool and the importance of Out-of-School Time programming.
- Create or assist with marketing collateral, as necessary
- Serve as an internal member of Dallas Afterschool's Marketing Review Committee, and regularly audit materials and website for updates.
- Assist with media opportunities and event coverage.
- Other duties as assigned.

Knowledge/Skill Qualifications:

- Strong interpersonal and communication skills and the ability to relate effectively to diverse groups of people from all social and economic segments of the community. Track record of building authentic, constructive relationships with others.
- Excellent ability to communicate tone through the written word.
- Strong project management skills, analytical skills, creativity, and resourcefulness in formation of approaches to increased brand awareness and appreciation.
- Working knowledge of Adobe Creative Suite, Microsoft Office, various content management systems, Facebook, Instagram, and Twitter.
- Working knowledge of best practices in fundraising and nonprofit management.

Professional Requirements:

- Bachelor's Degree in public relations, communications, marketing, or related field (equivalent experience accepted in lieu of degree).
- Minimum of one year of professional experience in fundraising and/or communications.
- Passion for the importance of quality afterschool and summer programs.
- Working knowledge of best practices in fundraising and nonprofit management.

How To Apply:

- Please send resume to jobs@dallasafterschool.org. Include "Community Engagement Specialist" in subject line.
- Due to the volume of applicants, you will only be contacted if our selection committee chooses to schedule an interview with you.
- No phone calls please!

Dallas Afterschool Strategic Plan Initiatives:

- Build Capacity for more OST seats in our community
- Improve the Quality of OST for all families regardless of race, zip code or household income
- Pursue racial equity in our agency and through training and support to our partners
- Develop a well-trained OST workforce

Dallas Afterschool is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination based on race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic.