



Community Outreach Coordinator

About Touch

Touch Cleveland LLC is a mission-based marketing and public relations firm committed to community and business development. We are a forward-thinking, creative firm looking to contract a Community Outreach Coordinator to identify, develop and maintain relationships with organizations of interest to forge partnerships for collaboration on behalf of Touch and its clients.

Responsibilities

- Maintain calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities for Touch and clients
- Prepare an annual budget for community outreach activities.
- Nurture new and old relationships with collaborative partners.
- Schedule regular outreach exhibitions in the community and educate volunteers or stakeholders on community responsibility.
- Maintain accurate records and prepare reports on outreach goals
- Assist in the organization of special events, including volunteer appreciation events and other fundraising initiatives

Qualifications

- Excellent written and oral communication skills
- Excellent critical thinking skills
- Detail oriented and organized
- Ability to set and adhere to deadlines
- Ability to work sufficiently without supervision
- Strong work ethic and positive attitude

Requirements

- B.A. in Marketing, Communication, Organization development is required
- 2+ years related work experience is required
- Proficient in Microsoft Office suite
- Intermediate knowledge of social media platforms
- Must own laptop and have access to high-speed WiFi
- Must be located in the Greater Cleveland area

Position 6-month to 1-year contract with opportunity to renew

Wage Part-time (25 hours per week) \$35/hour plus commission

Contact Send resumes to hr@touchcle.com