

<b>Job Title</b>	Community Engagement Manager
<b>Employer/ Agency</b>	Insperity Recruiting on Behalf of Girl Scouts San Jacinto Council
<b>Job Description</b>	<p>The <b>Community Engagement Manager's</b> primary accountability is to achieve girl and adult membership goals by implementing appropriate recruitment strategies. They are responsible for engaging and cultivating community support for all Girl Scout programs to achieve strategic goals and objectives. This position requires the ability to analyze market data, make sales calls, recruit girl and adults into the program and support cross-functional strategic goals. This position requires strong interpersonal skills, flexible scheduling, and reliable transportation.</p> <p><b>Membership Strategy &amp; Recruitment for Assigned Geography:</b></p> <ul style="list-style-type: none"> <li>• Achieve girl and adult membership goals by implementing appropriate recruitment strategies.</li> <li>• Analyze market data on demographics, membership trends, and other available information to implement a comprehensive strategy to develop, recruit and engage new community partners, volunteers, and girls in assigned geographies.</li> <li>• Responsible for achieving community engagement and development goals in assigned geographic areas in order to recruit girl and adult members as well as cultivate support for Girl Scouting to achieve the Council's strategic goals and objectives. Achieve the specific cross-functional goals for assigned communities and regions. Primary accountabilities will be measured in the attainment of girl and adult qualified leads and membership.</li> <li>• Recruitment of volunteers to support troop, community, region and council-wide programming.</li> <li>• Develop and execute a written community engagement and recruitment plan. Monitor membership and qualified leads, identify trends, and adjust strategies where needed that may impact future cultivation of community and region.</li> <li>• Study and become proficient in girl and adult-related trends, multi-cultural data and demographics, marketing and sales techniques, effective communication and knowledge of communities and organizations in order to effectively implement a strategic membership recruitment plan.</li> <li>• Support assigned geographic areas and special assignment teams by ensuring high-quality marketing and communication of activities and programs through Council resources and external community resources as appropriate.</li> <li>• Work with cross-functional team to determine or develop innovative techniques to ensure the effective delivery of recruitment strategies.</li> <li>• Follow up on new leads and referrals resulting from field activity in a timely fashion.</li> <li>• Responsible for the accurate and timely maintenance and communication of recruitment events, such as the rally site, social media advertisement, school websites, etc.</li> </ul> <p><b>Volunteer Support &amp; Recruitment Planning:</b></p> <ul style="list-style-type: none"> <li>• Provide input to membership and cross-functional goals in assigned areas in conjunction with CEME Directors and CEME Leadership.</li> <li>• Support volunteers in planning and implementing recruitment and community development strategies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cultivate and nurture relationships with appropriate community volunteers, region volunteers, and council-wide volunteers to support recruitment efforts within targeted areas to positively impact membership growth.</li> </ul> <p><b>Community Cultivation &amp; Mission Delivery Team:</b></p> <ul style="list-style-type: none"> <li>• Support the cross-functional goals of the assigned Mission Delivery team.</li> <li>• Maintain Council relationships with United Ways as assigned.</li> <li>• Responsible for community engagement and development in assigned geographic areas including networking, advisory boards, partnership agreements, facilities utilization, school districts, faith-based institutions, leveraging national partnerships to secure venue agreements to support meetings and programs, etc.</li> <li>• Identify and support volunteers who recruit specific target audiences to meet membership objectives.</li> <li>• Collaborate with Marketing department to ensure council-wide marketing strategies are in alignment and meet strategic objectives across multiple platforms.</li> <li>• Research, study, and become knowledgeable about external community needs and aspirations.</li> </ul> <p><b>Functional Proficiency:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate proficiency in using Council resources and technologies.</li> <li>• Monitor operations and assigned geographies and ensure that volunteers comply with Council's risk management policies and procedures.</li> <li>• Address and escalate non-compliance when needed</li> </ul>
<b>Qualifications</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Education/Experience: Bachelor's degree (B. A.) from a four-year college or university; or equivalent combination of education and experience. Bilingual English/Spanish preferred.</li> <li>• Computer Skills: Must be proficient in Microsoft Office (i.e Excel, Outlook, PowerPoint, and Word), SharePoint, Personify, team/knowledge sharing tools, etc.</li> <li>• License/Certification: Valid Texas driver's license and proof of insurance.</li> <li>• Sales based skills/personality highly preferred.</li> </ul>
<b>Salary/Hours</b>	40 hours/week Compensation starts at \$32k annually and is negotiable.
<b>Employer/Agency</b>	Girl Scouts San Jacinto Council
<b>City, State, Zip</b>	Seeking Individuals to work in the Galveston, Clear Lake and Sugarland Areas
<b>Contact Person</b>	Laura Morgan
<b>Contact Title</b>	Recruiting Specialist
<b>Email Address</b>	<a href="mailto:laura.morgan@insperity.com">laura.morgan@insperity.com</a>
<b>Application Method</b>	E-mail resume to Recruiter.
<b>Opening Date</b>	Immediately

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