



**AmeriCorps**  
Washington

## Serve Washington Service Opportunities & Position Descriptions

### AmeriCorps Position Description

Chelan-Douglas Community Action Council  
AmeriCorps Program  
1700 N. Wenatchee Ave.  
Wenatchee, WA 98801

Liz Drath \_ AmeriCorps Director  
(509) 662-6156 ext. 248/ lizd@cdcac.org

Sara Brito- Primary Site Supervisor  
(509) 662-6156 ext. 225/ sarat@cdcac.org

Alan Walker- Secondary Site Supervisor  
(509) 662-6156 ext. 224/ alanw@cdcac.org

**Position Title:** Community Engagement Specialist

#### Days/Hours of Service:

	Monday	Tuesday	Wednesday	Thursday
Beginning Time	7:30 am	7:30 am	7:30 am	7:30 am
End Time	4:30 pm	4:30 pm	4:30 pm	4:30 pm

*\*30 minute lunch break*

*\*Some evening and weekend availability required for events and community outreach.*

#### Program/Site Description:

Since 1965, Chelan-Douglas Community Action Council (CDCAC) has been helping low-income and marginalized people help themselves and each other. By supporting our neighbors with housing, utilities, education, job training, volunteering, food, family, and community needs, and much more.

CDCAC's mission: To end poverty by empowering people and improving lives.

#### Service Location Description:

The Community Engagement Specialist will serve in a office setting and at indoor and outdoor community events. The AmeriCorps member will be able to plan, lead, and promote CDCAC events spending time in various locations in Chelan and Douglas Counties.

#### Position Description:

The Community Engagement Specialist develops and implements communication strategies, plans and executes events, works with and recruits volunteers, and builds stakeholder relationships. The successful individual collaborates with a wide range of partners to create and implement action plans that support the mission and goals of CDCAC.

#### Responsibilities and Related Tasks:

- Develop new and maintain existing relationships with public and private organizations
- Develop and implement strategies to engage stakeholders in activities that promote CDCAC's mission and goals
- Design, plan, and coordinate events to promote CDCAC activities in the community
- Create and manage campaigns to increase public awareness of CDCAC
- Collaborate with internal departments



**Required Qualifications:**

- Good interpersonal and oral/written communication skills
- Work well with people from different backgrounds
- Ability to work independently
- Experience working with community organizations and individuals in a volunteer or professional capacity
- Knowledge of current practices for successful outreach and engagement
- Detail-oriented
- English speaking required
- Valid driver's license, reliable transportation, and proof of auto insurance

**Desired Qualifications:**

- Good interpersonal and oral & written communication skills
- Work well with people from different backgrounds
- Ability to work independently
- Experience working with community organizations and individuals in a volunteer capacity or professional capacity
- Knowledge of current ideas and practices in outreach and engagement
- Detail-oriented and self-directed

---

AmeriCorps Member Signature

Date

---

CDCAC AmeriCorps Program Representative Signature

Date

---

Host Site Supervisor Signature

Date