



AmeriCorps Position Description

Chelan-Douglas Community Action Council
1700 N. Wenatchee Avenue
Wenatchee, WA 98801

Lonnie Walls- Primary Site Supervisor
(509) 662-6156 ext. 264/ lonnie.walls@cdcac.org

Position Title: Community Engagement & Community Market Specialist

Days/Hours of Service:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning Time	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	9:30 am
Ending Time	4:00 pm	4:00 pm	4:00 pm	4:00 pm	4:00 pm	12:30 pm	12:30 pm
Length of lunch break (30 or 60 minutes)	30 min or 60 min	30 min or 60 min	30 or 60 min	30 min or 60 min	30 min or 60 min		

*Some evening and weekend availability is required to meet the needs of CDCAC and for attendance and community outreach events.

**This position requires the AmeriCorps member to split their weekly service hours between responsibilities and related tasks for the Community Engagement Specialist and Community Market Specialist at CDCAC.*

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 & Community Market Specialist develops and implements communication strategies, plans, and executes CDCAC events in various locations in Chelan and Douglas Counties. The AmeriCorps Member will also recruit and support volunteers and build stakeholder relationships



Responsibilities and Related Tasks:

Community Engagement Specialist

- 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
- Design, plan, and coordinate events to promote CDCAC events in the community
- Create and manage campaigns to increase public awareness of CDCAC
- Collaboration with internal departments

Community Market Specialist

- Help organize and set up the Community Market before distribution(s) and ensure all areas are clean, organized, and welcoming
- Maintain a well-organized Community Market by restocking shelves with donated food items and ensuring proper rotation of products
- Promote safety and cleanliness to comply with all rules, standards, and procedures
- Promote dignity and respect, recognizing the diversity of all backgrounds and circumstances among volunteers and clients
- Operate forklift and electric power jacks
- Develop, obtain, and distribute information on local resources
- Maintain records of clients served and resources they were provided
- Collect, track, and report data related to services and outcomes as directed
- Attend training and participate in AmeriCorps projects as expected

Required Qualifications:

- Ability to work with people from diverse backgrounds
- Ability to work independently and as a team in a shared space in the office and warehouse
- Detail-oriented and self-directed
- Ability to manage time effectively and meet deadlines
- Effective verbal and written communication skills in the English Language
- Valid driver's license (This position does not require a CDL), reliable transportation, and provide proof of auto insurance
- Data entry and basic computer skills
- Flexible adaptations to change
- Reliable and punctual attendance



Desired Qualifications:

- Creative and innovative
- Experience working with community organizations and/or individuals in a volunteer or professional capacity
- Knowledge of current ideas and practices in community outreach engagement
- Volunteer recruitment and management experience
- Advanced computer skills
- Bilingual in English and Spanish Languages

Reference to the Member Service Agreement (MSA) for comprehensive listing, including prohibited activities.

AmeriCorps Member Signature

Date

Primary Site Supervisor Signature

Date

AmeriCorps Director Signature

Date