

**DOVE ENGAGEMENT SPECIALIST**

**GENERAL RESPONSIBILITIES**

The Dove Engagement Specialist is responsible for organizing stakeholders in lower and moderate-income areas into organized groups, for facilitating the growth and stability of the groups, and for planning and initiating neighborhood-based youth and young adult projects. The Dove Engagement Specialist recruits adults and youth to serve as volunteers on committees, in their neighborhoods, at Dove, and provide training and advice to neighborhood leaders. Working under the direction of the Volunteer and Community Relations Director, the Dove Engagement Specialist helps residents determine and address local unmet needs, especially those related to youth delinquency and crime.

**EXAMPLES OF WORK**

Recruits residents for involvement in community groups.  
Initiates outreach and personal contact, becoming acquainted with residents in Macon County neighborhoods.  
Develops trusting relationships with all people of the neighborhood (adults, youth, racial groups, cultural groups, businesses, churches, etc.).  
Schedules and encourages participation in community meetings.  
Facilitates and assists with community group's youth activities.  
Develops new committees of stakeholders to address specific needs.  
Maintains records of meetings and attendance.  
Supports opportunities to share community group messages through Dove's communications.  
Attends scheduled trainings to improve skills.  
Facilitates and assists with community needs assessments.  
Develops and implements leadership and social justice training opportunities for community residents.  
Assists with the compilation monthly, quarterly, and yearly reports.  
Attends and participates in all required staff meetings and local neighborhood meetings.  
Assists with the Annual Christmas Basket Drive, Heritage & Holly Tour, and Coats 4 Kids Drive.  
Performs related duties as required.

**QUALIFICATIONS**

The Dove Engagement Specialist should have two years experience doing outreach work among targeted populations (minority, low-income, or elderly), including volunteer work. An AA or BA degree in a related field may be substituted for experience. The Dove Engagement Specialist should be enthusiastic, highly developed communication skills and be able to encourage involvement of others. It is essential that the person be self-motivated, highly reliable, and trustworthy. This position requires a valid drivers license and access to a car. This position requires efficiency in standard office software applications. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities.

**SALARY AND BENEFITS**

The salary range for this position is \$20,800 to \$23,000 annually. Raises are provided each year based on performance and available funds. Fringe benefits include paid holidays, up to 19 paid leave days, group health insurance, credit union, matching retirement fund, and an Employee Assistance Program.

**WORK CONDITIONS AND ENVIRONMENT**

This is a 40-hour per week position. The Dove Engagement Specialist has office space at 302 Union St. [Program Level] and is supervised by the Volunteer and Community Relations Director. Most of the work will be done at the office, churches and other neighborhood settings, and the job requires evening and weekend work. This position is subject to the Fair Labor Standards Act.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**