

Job Title: Community Outreach Coordinator

Organization: Helping Paws of MN

Location: [Eden Prairie, MN] – Hybrid/On-site

Supervisor: Director of Volunteer Experience

About Helping Paws of MN: Helping Paws of MN is a nonprofit organization dedicated to furthering the independence and quality of life for individuals with physical disabilities and veterans with PTSD by providing them with highly trained service dogs. We aim to spread awareness and build a strong network of supporters and volunteers through outreach, education, and community engagement.

Position Overview: We are seeking a passionate and dynamic Community Outreach Coordinator to develop and implement community engagement strategies that promote the mission and programs of Helping Paws of MN with results in creating awareness and recruiting volunteers. The ideal candidate will have a strong background in community relations, event planning, volunteer management, and public relations.

Key Responsibilities:

- Develop and execute a comprehensive community outreach plan to increase awareness, support, and engagement.
- Work with the Director of Volunteer Experience to continuously prepare Foster Home Trainers and Host homes for upcoming litters. This includes recruiting, interviewing, and vetting volunteer candidates.
- Build and maintain relationships with local organizations and community leaders to foster partnerships and generate earned income with potential partners where HP dogs can be a vital part of a wellness program.
- Plan, coordinate, and oversee community events, educational programs in coordination with Demo Coordinator
- Represent Helping Paws of MN at public events, conferences, and networking opportunities.
- Develop and execute 8-week summer camps and school's out program, where campers work with volunteers to learn about and help train service dogs and participate in other related activities.
- Create and distribute promotional materials, newsletters, and social media content to engage and inform the community.
- Collaborate with internal teams to align outreach efforts with organizational goals.
- Track and analyze outreach efforts to measure impact and make data-driven improvements.

Qualifications:

- Bachelor's degree in communications, public relations, nonprofit management, or a related field.
- 2-3 years of experience in community outreach, event planning, or related roles.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to build and maintain relationships with diverse stakeholders.
- Highly organized with excellent project management skills.
- Proficiency in social media platforms and digital marketing tools.
- Passion for the mission and values of Helping Paws of MN.

Preferred Qualifications:

- Experience working with nonprofit organizations.
- Knowledge of volunteer management best practices.
- Familiarity with CRM systems and data management.

Compensation and Benefits:

- FT position Competitive salary ranging from \$40,000-\$45,000 a year.
- Benefits package including health insurance, PTO, and professional development opportunities.
- Flexible hybrid work environment.

Application Instructions:

To apply, please submit a resume and cover letter detailing your relevant experience and passion for the mission of Helping Paws of MN. Applications can be sent to cbosak@helpingpaws.org.

Helping Paws of MN is an equal-opportunity employer committed to fostering an inclusive and supportive environment for all employees and volunteers.