

**Position Summary:**

The Rebuilding Together Nashville (RT) Outreach Coordinator will manage external communications, oversee special events including volunteer build days, and support the successful programmatic execution of the RT mission. This position reports to the Executive Director.

Responsibilities include:

- Oversee RT's social media strategies including: create engaging text, image and video content; research audience preferences and current trends; and measure and grow traffic on Facebook, Instagram, Twitter and other relevant platforms.
- Co-lead volunteer build days including: procure materials and tools; recruit and communicate with volunteers, including skilled House Captain volunteers when necessary; prepare homeowners for build days; oversee work on site ensuring safety, volunteer and homeowner satisfaction, and project completion.
- Support RT's special events including fundraising, volunteer recognition and recruitment, community engagement and coalition-building events.
- Maintain RT's website, ensuring content is accurate and up to date and that the website is accessible to all audiences. Measure and grow website traffic.
- Maintain up to date Salesforce records for donors and community partners.
- Support RT's accounting and fundraising efforts including: document all donations in Salesforce and send thank you letters; assist with grant writing and grant reporting; assist with donor stewardship and engagement; maintain paper and electronic records of accounting transactions; code administrative invoices for payment.
- Must demonstrate a commitment to the Rebuilding Together vision and be able to articulate the mission and vision of the organization to diverse stakeholders.
- Other duties as assigned.

Skills and Abilities:

- Ability to thrive in a fast-paced and changing workplace
- Excellent time management and organizational skills
- Self-motivated and creative thinker
- Excellent communication skills (both oral and written), and a demonstrated ability to communicate effectively with diverse groups
- Ability to remain flexible and think positively during work related challenges
- Able to work independently, and with a diverse team
- Strong administrative and office skills

Qualifications:

- A bachelor's degree in a related field required
- 2 to 3 years of related experience preferred
- Significant experience with Windows 10 Office (including Excel, Word, PowerPoint) and the internet required

- Working knowledge of materials, methods, and the tools involved in the construction or repair of houses preferred
- Experience with Salesforce, Squarespace, and social media platforms preferred
- Experience with marketing and/or graphic design preferred

Physical and other requirements:

While performing the duties of this job the employee should be able to:

- Move materials weighing 35-40 pounds repeatedly and unassisted
- Move materials weighing 50-80 pounds infrequently and/or with assistance
- Navigate rough or uneven ground, and navigate around debris and obstacles
- Speak to groups of up to 40 constituents about Rebuilding Together's work
- Operate basic office equipment including computer, telephone, etc.
- Accommodate regular work hours including Monday through Friday, from 8:30am to 5:30pm. Some evenings, weekends and early mornings required
- Travel independently from office to work sites, community partner meetings and other events as required

Compensation details:

- This is a non-exempt, paid hourly position. Eligible for overtime pay at 40+ hours/week
- Salary range \$28,000 to \$34,000
- Competitive benefits package available
- Competitive time away from work policy
- To apply please send a cover letter and resume to careers@rebuildingtogethernashville.org. No calls please.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.