



Mentor Outreach Specialist

formerly Brand Ambassador of Volunteer Recruitment

Tuesday – Saturday

BBBSCNW believes that diversity, equity, and inclusion among our colleagues is critical to our success as a social change organization and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool. Our goal is to be a workforce that is representative of the communities we serve.

The Mentor Outreach Specialist:

Position Responsibilities:

- First contact for Mentors and organizations
- Schedule Mentor interviews for enrollment staff
- Research and submit upcoming weekly activities to DOO for the BBBS newsletter
- Reach out to Mentors on RTBM list monthly via phone call, text, email and postcard and offer engagement opportunities when possible.
- Collaborate with Program Team for internal Community events (BBQs, Share the Season etc.)
- Co-create content for flyers, postcards, websites etc.
- Post fliers/posters at sites in the SW Washington and greater Portland area weekly.
- Generate Media contacts and collaborate with Development for social media press opportunities.

- Present online/ In person **Orientation training** for Mentors
- Respond to all program inquiries from Mentors and organizations in a prompt and informative manner.
- Research and collaborate with Community Outreach manager as needed to secure locations to host trainings.
- Help plan, implement, and attend representation meetings with the purpose of networking and recruiting new volunteers
- Responsible for maintaining an existing portfolio of partnerships as well as networking to generate new contacts for the sole purpose of recruiting volunteers to fulfill agency program goals.
- Attend and lead live volunteer recruitment events with volunteer rich businesses and from within the community.
- Execute the volunteer recruitment strategy that includes community outreach efforts to obtain mentors to serve both English and Spanish speaking populations.
- Track events and participant numbers in Matchforce within designated deadlines
- Track, compile, and present relevant data as needed.
- Represent and promote the organization at a variety of events throughout the SW Washington and greater Portland area to obtain new leads and contacts
- Track and compile a list of volunteers for a community newsletter (specific to inquiries, community organizations, school counselors, etc.)

Job Requirements:

- Bachelor's degree or equivalent combination of direct experience and lived experience.
- Passion for the mission and values of BBBS; alignment with the organization's values
- Communicates effectively, expresses self clearly, assists in creating an environment conducive to open, honest and accurate exchange, listens genuinely, and exercises superior verbal and written skills.
- Proficient in MS Office: Word, Excel, & Outlook; Experience using Salesforce a plus

- The candidate may demonstrate lived and work experience that is highly relevant to this position in lieu of other credentials.
- Evening and weekend work required as needed.
- Bilingual English/Spanish preferred.
- Travel required. (Moderate Local, light National)