



Employment Opportunities/ Job Openings

Community Engagement Specialist

Catholic Charities Atlanta is seeking a self-motivated, outgoing and professional **Community Engagement Specialist** to join our team. The Community Engagement Specialist works closely with the Mission Advancement team to execute fundraising activities including the successful design and implementation of the Leadership Class Program. The candidate is responsible for the successful recruitment of candidates for the Catholic Charities Leadership Class and assisting with the cultivation activities for alumni from the program. The Specialist will help coordinate volunteer activities and mentor engagement. They will track progress and provide reports in line with preset metrics to demonstrate results. The Specialist will work with the Leadership Class Steering Committee and appropriate Board sponsor to ensure the program is a success. The Mission Advancement team hosts other fundraising events and the Specialist will be required to assist as needed. This is a **full-time position** with occasional weekend and evening hours required.

Qualifications:

- Must be detail oriented and a good decision maker who works well under pressure
- Self-motivated with excellent organizational and time-management skills
- Proficient in Excel, Word, Outlook, and PowerPoint
- Ability to work independently and as a member of a team
- Ability to plan, prioritize and follow through within a given time frame
- Ability to communicate in a professional manner
- Skilled in both written and verbal communication
- Experience in special event planning and execution
- Appreciation for different cultures and willingness to work with people of different cultures needed
- Must be Catholic
- Knowledge of Fundraising a plus

Specific Responsibilities:

- Maintain a good pipeline of interested individuals for the Catholic Charities Leadership Class
- Work with the Leadership Class Steering committee to refresh the content of the program each year
- Implement at least 7 networking events as well as a program kick off and graduation event
- Publish weekly e-newsletters for class participants
- Contact participants after each event for their feedback; collate and report feedback
- Create reports using program metrics
- Support Board members in the recruitment of candidates
- Work with Volunteer Manager to identify and execute volunteer activities for class members

Please submit a resume and cover letter that details your interest in working for Catholic Charities Atlanta to:

ccaemployment@ccatlanta.org

Qualifying candidates will be selected and contacted for interviews.