



NOW HIRING: COMMUNITY COORDINATOR

POSITION SUMMARY:

Siouxland CARES is accepting applications for the position of part-time Community Coordinator (approximately 20 hours per week with flexible scheduling). Our vision is to empower our community members to help make Siouxland a safe and healthy place for our youth and families. We focus on substance use prevention, bullying prevention, and community well-being.

DUTIES & RESPONSIBILITIES:

- Lead educational activities at community events
- Assist with the development and coordination of surveys and focus groups
- Collect and share community data
- Create content for newsletters
- Assist with fundraisers
- Lead donor and volunteer recognition efforts
- Coordinate age-restricted item compliance checks
- Assist with youth events
- Handle contacts and calls related to Siouxland CARES
- Assist with meeting coordination and note-taking
- Serve as a support person for the Executive Director
- All other duties as may be assigned by the President or Executive Director

QUALIFICATIONS:

- Passion for improving our community
- Proficient in Word, Excel, & PowerPoint
- Knowledge of the Siouxland area
- Background in working with volunteers and youth
- Experience with data collection
- Prevention experience preferred but not required
- College degree in related field preferred but not required
- Bilingual (English/Spanish) preferred but not required

SKILLS AND ABILITIES:

Community Oriented, Analytical Skills, Data Collection & Reporting, Reliable, Youth Mentorship, Computer Proficiency, Reporting Skills

COMPENSATION:

This is an hourly position. Rate of pay is \$20 an hour.