



# TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

## COMMUNITY OUTREACH SPECIALIST

JOB TITLE: Community Outreach Specialist

DEPARTMENT: Outreach

REPORTS TO: Community & Volunteer Engagement Director

STATUS: Full-time or Part-time

CLASSIFICATION: non-exempt

WORK HOURS: Monday-Friday, Occasional Weekends, Flexible Hours, 3-5 evenings a month depending on external group meetings

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## ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build healthy relationships, better coping skills and a sense of purpose rooted in the living hope of Jesus, unleashing untold potential in themselves and their communities. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff, and teens. TreeHouse serves over 3,000 teens annually across 7 states and is growing to lead the nation in ending hopelessness among teens.

## GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

## JOB SUMMARY

The Community Outreach Specialist will assist in advancing the diversity of TreeHouse community networks by building relationships in targeted communities that would benefit TH teens and mission. They will connect and engage with strategically identified groups, individuals, organizations or businesses in our communities to cultivate relationships to bridge to Area Directors, the Community & Volunteer Engagement Team, and Development staff.

## ESSENTIAL JOB FUNCTIONS

- Act as a liaison between TreeHouse and strategically identified groups, as directed by the Community & Volunteer Engagement Director.
- Listen and participate in targeted community affinity groups or coalitions to understand their community priorities and to identify and recruit community leaders to engage with TreeHouse.

- o Maintain regular and punctual attendance at selected community organization meetings. Group memberships may be valuable, as determined by TreeHouse leadership.
- Initiate community presentations with new groups. Present the mission of TreeHouse in various settings.
- Build relationships with individual community members in person, by phone, or by email in order to set up strategic conversations.
  - o Meet with community members and leaders to listen to their priorities, passions and strengths and invite them to consider involvement with TreeHouse based on what possibilities might best fit them and the needs of TreeHouse.
- Manage all activities with current and new community contacts through Salesforce and bridge relationships with appropriate TreeHouse team members.
- Support other TreeHouse team members, including HR, TPN, and DEI staff, in efforts to engage BIPOC members in employment, community engagement and as teen participants.
- Meet or exceed goals set by the Community & Volunteer Engagement Director for both inputs and outputs of community outreach work. Measurements for this position may include:
  - o # of events attended
  - o # of new contacts
  - o # of one-to-one meetings
  - o # of people attending Volunteer Information Meeting (VIM) after presentation
  - o # of BIPOC applications for volunteer and staff positions
  - o # increase in community presentations in targeted communities
  - o # conversion rates of people to volunteers, donors, or employees
- Perform other duties and responsibilities as assigned

## QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse
- Promotes collaboration and people development
- Skilled, authentic intercultural relationship builder with individuals and communities
- Experience working in different cultural communities, both monocultural and intercultural
- Experience in understanding and implementing diversity, equity and inclusion into a community partnering role
- Strong listening skills and ability to ask questions that engage purposeful conversations
- Ability to work effectively both independently and as part of a team
- Sound judgment and confidentiality