

Oak Chapel United Ministries (OCUM) is a ministry of Oak Chapel United Methodist Church. We are seeking someone bilingual with project manager skills and experience to effectively and efficiently manage the operation of a new food and resource Hub for Montgomery County, Maryland in the 20906 zip code area.

POSITION: Hub Community Engagement Liaison (part-time, contractual)
SUPERVISOR: Hub Director

POSITION SUMMARY

Oak Chapel United Ministries, located in the Layhill/Aspen Hill area of Silver Spring, is in search of a Community Engagement Liaison responsible for administrative duties, as well as engaging the community to meet the needs of residents in the 20906 surrounding community. This is a temporary position until June 30, 2022 with potential to be extended.

The Community Engagement Liaison will have proven office management skills, proficient computer skills, and excellent organizational skills. Be skilled in the use of office equipment (including but not limited to copiers, computers, cell phones, paper cutters) and software required for office operations, especially Microsoft Office Suite and Google Suite. May require ability to drive a van and a truck, and lift upwards of 30 pounds.

The Community Engagement Liaison will have superb communication and relationship skills. Maintain a respectful, hospitable, compassionate demeanor at all times on the job. Work in a friendly, flexible, and supportive manner with staff, volunteers, customers, and partners.

PREFERRED CRITERIA

Special consideration given to bilingual (Spanish) or proficient Spanish speaking candidate due to the demographics of service area.

Applicant needs a driver's license and clean driving record.

Applicant needs own transportation. Able to drive a van and a truck.

HOURS AND COMPENSATION

Part-time, 15 hours/week

Salary: \$14,250

Start Date: July 1, 2021

End Date: June 30, 2022

Potential to be extended to a later date.



A United Methodist Congregation

14500 Layhill Road
Silver Spring, Maryland 20906
301-598-0000
oakchapelumc@verizon.net
www.oakchapel.com

DUTIES AND RESPONSIBILITIES

- Research and facilitate outreach to the community with an understanding of the needs of the residents in the 20906 greater community.
- Assist the case manager with serving the needs of the 20906 surrounding community.
- Develop and implement community engagement plans.
- Identify community engagement collaborative partnerships.
- Establish and nurture relationships with staff, management, community partners, volunteers, donors and community residents.
- Serve as volunteer coordinator, ensuring adequate volunteers for all activities.
- Cultivate volunteers to become donors and active in community engagement activities.
- Perform administrative duties: answering phones, checking emails, making copies, maintaining files.
- Develop communications, as needed, electronically, on social media, the website, mailers, etc.
- Participate in meetings as needed with community, partner organizations, and other Hubs.
- Participate in staff meetings and keep management informed with detailed and accurate reporting.
- Ensure volunteer compliance with internal policies and adherence to health and safety guidelines.
- Initiate and set goals for community engagement according to the strategic objectives of the organization.
- Work with Executive Team to seek and secure funding and funding sources.
- Serve as a member of the Strategic Planning Team.
- All other duties assigned by the supervisor as relative to the position.

TECHNICAL SKILLS AND REQUIREMENTS

- Proven community engagement experience
- Excellent knowledge of performance evaluation techniques and key metrics
- Outstanding proficiency of data analysis and reporting
- Aptitude for strategic planning
- Excellent organizational skills
- Excellent communication skills
- Computer proficiency and proficiency in Microsoft Office Suite and Google Suite
- Driver's license and transportation
- Good driving record

If interested in the position, please send a resume to Dr. Sherri Wood-Powe, Hub Executive Director, oakchapelpastor@gmail.com.