



Community Outreach Liaison

Description

The primary role of a state "Community Outreach Liaison" (COL) is to act as the organization's representative related to having information tables at various civilian and military held events within their respective state. The purpose for having "Information Tables" at events is for educating the civilian and military communities about who we are, what we do, and how we do it. This position is not responsible for fundraising efforts.

Responsibilities

- Works closely with the state support team and the National Community Outreach Director.
- Identifies, contacts, and maintains a list of potential events within their state where an "Information Table" could be set up and make the necessary contacts/arrangements to be in attendance at such events.
- Works with organizations/businesses who have contacted Guardian Angels for Soldier's Pet (national or state level) requesting our presence at a fundraiser they are holding where the organization has been designated to receive the net proceeds from such event.
- Submits any documents required to be prepared by an Event Host in order for our participation at such event to the National office for review and official required signature.
- Recruit volunteers within the area of the event to participate at a specific event with the Information Table.
- Works with the National Marketing and Communications Director and the state's "Communications Coordinator" to get the word out about Guardian Angels for Soldier's Pet's participation at these events.
- Prepares and submits a monthly "Volunteer Time Reporting" document to the National office (CEO or designated representative) which consists of volunteer hours spent on behalf of the organization, and activity associated with such hours.

Skills

- A passion to help our military service members, veterans, and their beloved pets plus work with other people who share this passion
- Professional, organized, reliable, able to work with a diverse group of people, and able to work both independently and as part of a team.
- Understand, follow, and adhere to the Organization's mission, purpose, operating procedures, and organizational policies and guidelines.
- Comfortable using and access to MS office (such as Word, Excel, Power Point, Publisher), communicate via the internet, phone calls, and email.
- Event planning and coordination background preferred.
- Able to commit at least 1 year in this position
- Estimated hours per month average between 25 -30 hours