
Employment Posting

Position Title: Community Engagement Associate
Direct Supervisor: Director of Development
Status: Full-time (40 hours), exempt, with benefits
Base Salary: \$47,500.00; additional based on education, experience, and credentials

Application Instructions: Send cover letter and resume to joinus@ozonehouse.org. No calls please.
Indicate “**Community Engagement Associate**” in the subject line.

Deadline: Resumes will be reviewed as received; position will be posted for 30 days or until filled.

Position Summary

The Community Engagement Associate assists the Director of Development with developing and implementing Ozone House’s strategic Marketing and Communications Plan including public relations and marketing, website and social media presence, donor communications, and various print and electronic communications. The position builds the organization’s capacity by articulating the agency’s mission and vision as well as programs and services with key stakeholders that include young people/clients, community partners, volunteers, donors, and elected officials. This position also takes the lead role in coordinating one large annual fundraising event and smaller community gatherings throughout the year.

Education Qualifications

** Commensurate experience and skills will be considered in lieu of level of education/licensing/credentials, etc.*

- Bachelor’s degree in marketing, communications, journalism, public relations, or related field required.

Experience Qualifications

- 3+ years of experience in public relations, advocacy, marketing/communications, or related field, preferred.
- 5+ years of experience in an administrative position with a consistent track record of exceeding goals and expectations, preferably in a nonprofit environment.
- Demonstrated proficiency in Microsoft Office (Word, Excel, Power Point), social media, and website navigation and design; experience preferred in database management (such as Bloomerang, Salesforce, or similar platforms).
- Work requires excellent and effective written and verbal communication and interpersonal skills; ability to produce quality work within tight timeframes and simultaneously manage several projects; ability to participate in and facilitate group meetings.
- Possess strong work ethic and ability to take initiative. Demonstrate a high level of personal and professional integrity and trustworthiness.
- Proven experience engaging with diverse identities, including intersecting identities of race, ethnicity, socioeconomic background and sexual orientation, gender identity, and gender expression.
- Commitment to best practices including Positive Youth Development, Harm-Reduction, Housing First, and Trauma-Informed approaches.

- Successful completion of pre-employment and annual background check; valid MI driver's license, current insurance, and access to reliable transportation.

Job Responsibilities and Duties

Marketing and Communications

- Develop and implement the execution of an annual strategic Marketing and Communications Plan to advance the organization's mission and story with external audiences, such as potential clients, donors, volunteers, community partners, and corporate supporters.
- Work with Ozone House staff to collect, develop, and disseminate news of agency's outcomes, events, and success stories, in particular producing a monthly e-newsletter.
- Oversee the design (re-design) of Ozone House's website and provide regular and relevant content updates.
- Coordinate and update social media sites regularly (at least 1x weekly per platform) with relevant information about the agency and the needs of young people.
- Create, maintain, and continuously update an agency "editorial calendar" for all of Ozone House's communication mediums (social media, website, mailings).

Public Relations and Advocacy

- Monitors and coordinates federal, state, and local legislative and other advocacy efforts for the organization, including organizing staff, Board, and volunteers to represent the organization at governmental and/or community hearings/forums/meetings as well as preparing talking points/scripts for the advocacy efforts that are consistent with the Strategic Marketing & Communications plan.
- Collaborates with leadership to develop messaging related to the organization's vision statement, mission statement, public policies, and so forth.
- Develops and maintains a positive public image for the organization through public-facing communications and consistent branding (i.e. advertisements, PSA's, media).
- Cultivate and develop relationships with local media and proactively identify opportunities to share Ozone House's story and advance the mission.

Events, Fundraising, and Volunteer Coordination

- Taking the lead role (and in partnership with the Development Team, board members, volunteers, and Executive Director) plan, coordinate, and implement the annual, large, in-person fundraising event within approved timeframes and budget framework.
- Coordinate writing, production, and dissemination of direct mail, event, and social media appeals:
 - Holiday and year-end appeals
 - Special event invitations
 - Annual report appeal (if applicable)
 - Special targeted direct mail appeals
 - Social media campaigns and appeals
 - Peer-to-peer fundraising efforts
- Support grant-writing and proposal submissions by researching potential new funders, composing narrative, updating Case for Support, and by writing program reports and summaries.
- Designs, prepares, and publishes the Annual Report and any other program or agency Impact Reports.

About Ozone House:

Ozone House is a community-based, nonprofit agency that helps young people lead safe, healthy, and productive lives through intensive intervention and prevention services. Since 1969, we have actively developed unique, high-quality housing and support programs and services that provide support, intervention, training, and assistance to runaway, homeless, and high-risk youth and their families.

As the second oldest youth shelter in the country, Ozone House combines a wealth of experience with industry leading best practices to serve young people and their families experiencing crisis. Each year, Ozone House has served over 3,500 young people throughout Washtenaw and surrounding counties in Southeast Michigan.

Benefits:

Ozone House offers a comprehensive benefits package that includes: BCBS health and vision options and dental insurance 90% employer paid for single employee coverage, 80% for family coverage; retirement savings plan; basic life insurance, short and long-term disability coverage 100% employer paid; Health Savings Account; Dependent Care, Medical and Limited Purpose Flexible Spending Accounts and a generous paid time off plan.

Commitment to Anti-Oppression:

Ozone House provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We strongly encourage individuals from marginalized groups to apply, including people of color, individuals who have experienced poverty or economic hardship, and people who identify as LGBTQ. Ozone House is committed to Diversity, Equity, and Inclusion and enforces an anti-oppressive environment to support the retention of employees from groups that have been underrepresented within the organization from historically underrepresented groups.