



202-656-7322 — info@eastrockcreekvillage.org
www.eastrockcreekvillage.org

Job Description: Outreach Organizer

April 2019

East Rock Creek Village (ERCV) is a nonprofit, volunteer-managed membership organization committed to providing services and social activities to help seniors thrive while living in their own homes. ERCV members are Ward 4 residents in the Brightwood, Colonial Village, Manor Park, North Portal Estates, Shepherd Park, and Takoma DC neighborhoods.

ERCV seeks an independent contractor to conduct a 3 to 6-month outreach and marketing project. The core aim is to raise the organization's visibility and recruit new service members in ERCV's neighborhoods. This position is grant-funded and will be paid by monthly retainer. The contractor will report directly to the Board President or his designee. Immediate start preferred. All work must be completed by September 30, 2019.

Responsibilities:

- Within 15 days, develop a 3 to 6-month outreach plan and begin implementation in under-served ERCV neighborhoods.
- Grow ERCV's membership with a focus on recruiting new service-seeking members.
- Help promote ERCV's social programming and raise ERCV's visibility with area businesses and neighborhood organizations.
- Work with Volunteer leaders who are interested in supporting outreach activities
- Write periodic, brief updates or articles for ERCV's newsletter and social media.
- Assist with improvements to ERCV's current outreach materials and modes of communication.
- Provide Board contact with weekly reports on progress towards goals, identifying obstacles, any support needed and clear next steps.

Ideal Candidate:

- At least one year of experience and demonstrated success in community outreach.
- Comfortable working with older people and supportive of the Village movement.
- Dynamic self-starter who is able to set goals and meet deadlines.
- Excellent written and oral communication skills
- Able to work independently as well as with volunteer leaders.
- Familiarity with Washington DC preferred
- Social media skills and nonprofit marketing experience a plus.

To minimize administrative work, this independent consultant/contractor position will be paid monthly and may be extended if additional grant funds become available.

To apply, please send your resume and a brief cover letter to info@eastrockcreekvillage.org. Preferred start date is May 1, 2019.