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***Community Action Partnership of Lancaster and Saunders Counties is a private,***

***not-for-profit organization with the belief that extraordinary employees have the power to***

***positively transform lives and communities. We value people who are passionate, ethical,***

***and dedicated to empowering those living in poverty to reach economic stability.***

**Community Engagement and Partnerships Specialist**

Community Action is looking for an outstanding individual to proactively build relationships with our external stakeholders – including volunteers, community-based organizations, educational institutions, and faith-based and civic groups – for the purpose of increasing public awareness, support of, and referrals to the agency, and identifying strategic partnership opportunities. Primary duties for this role include:

* delivering presentations;
* developing marketing/outreach materials;
* attending community meetings and outreach/resource events;
* maintaining regular communication with appropriate external stakeholders;
* coordinating volunteer service at the agency, including recruitment, placement and orientation, recognition, time tracking/reporting, and retention; and
* overseeing administration of the Foster Grandparent Program.

Bachelor’s degree in business, marketing/advertising, communications, human services, or related field required. Strong communication skills (written, oral, visual) required. Prior related experience, particularly in the nonprofit sector, working with diverse populations preferred. Prior experience managing federal grant programs preferred.

Proficiency in Microsoft Office programs, including Word, Outlook, Excel, and PowerPoint needed. Canva and Adobe Photoshop/InDesign experience preferred.

You will find complete job listing and details at the following websites:

*Communityactionatwork.org*

*Indeed.com*

*NeWorks.nebraska.gov*

**For information, please contact Human Resources at 402-875-9315 or**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

**Resumes and cover letters should be sent to:**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

Community Action Partnership of Lancaster and Saunders Counties is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, gender identity or expression), national origin, disability, age, protected veteran status, genetics, or any other status protected by state or federal law.