

Job Title	Community Engagement Manager
Employer/ Agency	Partnership for the Advancement and Immersion of Refugees (PAIR)
Job Description	<p>The Community Engagement Manager plays a pivotal role in fostering volunteer engagement, developing community partnerships, and enhancing the visibility of PAIR. This full-time position involves occasional weekends and evenings for events and meetings. The manager will lead the recruitment, training, and retention of volunteers who are essential to PAIR's programs, including but not limited to lunch-time mentoring, after-school initiatives, and individual mentorships for refugee youth pursuing higher education.</p> <p>Volunteer Management:</p> <ul style="list-style-type: none">• Oversee the full cycle of volunteer management, including recruitment, screening, training, development, retention, and appreciation activities.• Develop and implement strategies to strategically diversify the volunteer base to include a wide range of community members, corporate partners, and other stakeholders.• Supervise university volunteer chapters, facilitating mentorship opportunities for refugee youth.• Create and manage corporate volunteer opportunities to engage businesses and their employees in supporting PAIR's mission.• Plan and execute volunteer appreciation events and recognition initiatives, fostering a culture of gratitude and engagement. <p>Community Engagement and Outreach:</p> <ul style="list-style-type: none">• Develop and maintain relationships with community partners to strengthen PAIR's presence and expand its network.• Represent PAIR at public events, meetings, and outreach activities, sharing the organization's mission and volunteer opportunities with diverse audiences.• Collaborate with the team to develop and distribute promotional materials to attract new volunteers and partners.• Coordinate community events that foster deeper connections between PAIR, volunteers, and the broader community. <p>Program Development and Coordination</p> <ul style="list-style-type: none">• Support the creation and implementation of service opportunities that align with the needs of refugee youth and of the organization• Monitor and evaluate volunteer programs, making improvements based on feedback and performance data.• Work closely with the Executive Director, Grants Manager, and other team members to align volunteer efforts with PAIR's strategic goals. <p>Marketing and Communications:</p> <ul style="list-style-type: none">• Utilize social media, newsletters, and PAIR's website to promote volunteer opportunities, events, and community partnerships.• Create engaging content to amplify PAIR's message and encourage community involvement.

	<p>Administrative Duties:</p> <ul style="list-style-type: none"> • Oversee general administrative tasks related to volunteer and community engagement. • Supervise an AmeriCorps VISTA member, supporting their role in volunteer coordinator, outreach and community initiatives. • Maintain organized records of volunteer activities, partnerships, and outreach efforts using tools like Salesforce and Air table.
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree or equivalent experience in volunteer management, community engagement, or a related field. • Proven experience in coordinating or managing volunteers, with strong recruitment and retention skills. • Strong written and oral communication abilities. • Experience with community partnerships and public speaking is highly desirable. • Proficiency in Microsoft Office Suite and experience with CRM software like Salesforce and Airtable preferred. • Experience in marketing or content creation is a plus. • A team player with excellent interpersonal skills and the ability to collaborate effectively with colleagues and partners.
Salary/Hours	<p>Annual Salary \$40,000-\$42,500 Health Insurance, Mileage reimbursement, Cell phone Stipend</p> <p>Full-Time</p>
City, State, Zip	Houston, TX
Email Address	pair@pairhouston.org
Application Method	If interested, please submit a cover letter, resume, and three references to the above email.
Opening Date	Immediately

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