

## **EXTERNAL JOB POSTING**

**TITLE:** Community Events and Outreach Coordinator –Community Engagement

**DESCRIPTION:** Responsible for the development and implementation of all Western New York Independent Living, Inc.'s (WNYIL) regional community, outreach and fundraising activities that include but are not limited to: fundraising and community events, community education programming, Smart-House, and outreach activity to un-served and under-served communities as it is related to the promotion of Independent Living (IL) philosophy and the functioning and events of WNYIL.

### **DUTIES:**

1. Coordinate and implement WNYIL's goals and objectives that relate to the outreach. Community awareness and fundraising efforts to un-served and under-served communities.
2. Responsible for the coordination and implementation of all community outreach events of WNYIL, as a family of agencies and meeting state and federal goals based on outreach to the community. Community Events may take place monthly in the evening and weekend.
3. Develop, coordinate, and conduct community outreach and provide educational in-services and presentations to area organizations, clubs, schools, and other community groups based on the Community Engagement and Outreach Plan.
4. Planning, implementation and garnering of corporate, and in-kind sponsorship for fundraising events in Erie, Niagara and Genesee Counties to increase funding for programs and services being offered in WNY Independent Living, family of agencies.
5. To plan and implement annual legislative events to educate the public, legislators and consumers of IL Philosophy.
6. Attend all event and outreach-related committees related to WNYIL Board of Directors, Councils, and fundraising opportunities. These meetings are used to inform, plan, coordinate and implement their outreach and community

activities, goals, and objectives and fundraising activities.

7. Participate in maintaining a neat, clean and safe work environment.
8. Perform any other duties as deemed legally and ethically necessary by the Director of Outreach and Community Engagement.

**SUPERVISION:** Works under the direct supervision of the Director of Community Engagement.

**STANDARDS OF PERFORMANCE:** Must at all times perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

**QUALIFICATIONS:** Must possess an Undergraduate Bachelor's Degree in public communications, marketing, business; or an Associate's Degree in communications with two (2) years related experience, or a High School Diploma with five (5) years related work experience. Understanding and ability to implement and request corporate sponsorship, fundraising, online requests for donation, in-kind donation requests, and event management skills. Organizational and public communications skills are necessary for this position to be successful in this position. Professional and life experience may be considered in lieu of, in full or part of academic credentials.

**CLOSING DATE:** May 30, 2017

**SUBMIT RESUME  
AND COVER LETTER TO:** employment@wnyil.org  
WNY Independent Living, Inc.  
3108 Main Street  
Buffalo, NY 14214