



Community Engagement Coordinator Job Description

The Community Foundation for Ocala/Marion County is seeking a detail-oriented and highly motivated Community Engagement Coordinator to join our team. This position provides administrative support to the VP of Strategic Engagement and will be responsible for assisting with event management and community engagement.

Responsibilities

- Assist in implementing projects for community and nonprofit organizations
- Assist in developing and executing marketing campaigns that amplify our mission and engage the community and nonprofit organizations
- Design, launch, and manage marketing campaigns for fundholders and nonprofit organizations
- Create, capture, and analyze surveys to amass meaningful feedback and insights on programs
- Assist with email campaigns and contact lists
- Assist with event management

Qualifications

- Bachelor Degree in Communications, Marketing, Public Relations or equivalent experience
- Proficiency in digital marketing tools, social media platforms, and content management systems including Canva, Survey Monkey, donor software, Constant Contact
- Proficient with Microsoft Office programs and tools
- Excellent time management skills; ability to collaborate and prioritize work
- Well organized and detail-oriented
- Strong communication and customer service skills

Physical Requirements

- Must be able to lift 20 pounds or more

Reporting & Other Details

The position reports directly to the VP of Strategic Engagement and is a full-time hourly position (\$36,000 to \$43,000 depending on experience), with some nights and weekends. This position is a great opportunity to work with thousands of nonprofit organizations and make a meaningful impact to the Ocala/Marion County area.

Work location: In office, not remote or hybrid

To Apply

Send all resumes with a cover letter to the Community Foundation for Ocala/Marion County at 324 SE 24th Street, Ocala, FL 34471 or email to Dawn Phelps at Dawn@ocalafoundation.org.

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