



Friends of Random Acts Coordinator

JOB SUMMARY

Reporting to the Outreach Manager and the Director of Operations, the Friends of Random Acts Coordinator is responsible for overseeing the Friends of Random Acts regional groups program.

RESPONSIBILITIES

- Help develop and support Friends of Random Acts regional groups
- Assist the Outreach Manager in the creation of education documents (toolkits) that support the mission of Random Acts and can be distributed as forms of outreach to Random Acts grant recipients, external partners, and people who engage with Random Acts at various events
- Keep organizational track of Friends of Random Acts groups worldwide
- Assist the Outreach Manager with any assigned tasks

DESIRED QUALIFICATIONS AND SKILLS

- Experience in building and maintaining relationships with external contacts
- Familiarity with the mission of Random Acts
- Ability to work effectively with diverse groups, including staff, supporters, peers and the public.
- The ability to communicate effectively, both verbally and in writing, as well as strong interpersonal skills
- Excellent computer skills
- The ability to work independently as well as in a team
- Able to manage tasks or projects from implementation through to completion
- Creativity, enthusiasm, and attention to detail
- Excellent organizational and time management skills flexible work schedule to accommodate evening and weekend meetings.
- Strong public speaking skills
- Familiarity with social media platforms (Facebook, Twitter, Snapchat, Instagram etc.)
- 3 years experience in marketing, PR, communications or journalism