**Community Engagement Specialist**

**Marisol Family, Catholic Charities Archdiocese of Denver**

Marisol Family (formerly Gabriel House Project) is a network of parishes and volunteer teams that provide basic material assistance to families with young children throughout Colorado. This includes diapers, wipes, formula, other baby supplies, children’s clothing, and referrals for other forms of assistance where needed.

The Community Engagement Specialist interacts with donors, parishes and community partners on behalf of Marisol Family in order to strengthen program relationships and support base and is the first point of contact for Marisol Family clients, donors and community partners.

Some other duties of the role include:

* Coordinating events including baby showers, donor drop-off days, open houses & location tours, as well as assisting with leading charity-wide events such as Adopt-A-Family, School Supply, and Diaper Drives
* Coordinates volunteer appreciation initiatives and hosts parish appreciation efforts including thank you notes for donors.
* Creates/coordinates creation of flyers/collateral; ensures these items are stocked and up-to-date.
* Creates, designs, and maintains an active social media presence and newsletter for Marisol Family to raise program awareness/support.
* Establishes working relationships with faith-based and community organizations in order to schedule diaper pickups and mobile event collaborations
* Seeks opportunities to promote services of Marisol Family at networking events, mobile diaper events, conferences etc.

A Bachelor’s degree is required, with 1-2 yrs of marketing, events, or community outreach experience preferred. Strong writing, phone, and in-person communication skills required, Spanish-speaker/bilingual speaker highly recommended but not required.

For a more detailed description of the role and to submit information to be considered, please email Kalynn Webster at kwebster@ccdenver.org