

At Cultivate, we believe in treating everyone like family. When you join our team you become part of our family and will make a difference in seniors' lives every day by providing them the support and connections that make them feel engaged with their community.

**About Cultivate:**

Cultivate is a nonprofit that has been providing no-cost, volunteer-powered services to Broomfield and Boulder County seniors for 50 years. Not only do our programs provide seniors access to healthcare, transportation, food, and safety, but they also facilitate connections that make seniors feel valued. At Cultivate, we are committed to Diversity, Equity and Inclusion work to better serve all members of our community. Join our small, friendly office and use your skills to promote volunteerism and support for seniors in need.

Please visit [www.cultivate.ngo](http://www.cultivate.ngo) to learn more.

**About the Position:**

The **Outreach Specialist** is responsible for promoting Cultivate in a variety of settings through targeted interactions including face-to-face meetings, tabling events, speaking engagements and cold calling. The position focuses on relationship building to recruit volunteers and provide service information to potential clients while being the external face of Cultivate.

**Responsibilities:**

Marketing and Outreach

- Attend community meetings, councils, roundtables, committees and events
- Attend tabling events throughout both Boulder and Broomfield Counties to recruit volunteers and clients
- Conduct presentations at organizations and businesses to promote Cultivate and volunteerism
- Attend networking meetings to develop community contacts and partnerships

Volunteer Management and Administration

- Follow up with potential volunteers and send requested information
- Provide volunteer onboarding information and training over the phone, zoom and in-person
- Provide outreach and support to all RSVP stations
- Ensure accurate and timely tracking of database information of volunteers and work stations
- Follow up with potential volunteers and send requested information
- Assist with special projects, as needed, and other duties, as assigned

### Social Media

- Manage the weekly postings for Cultivate's social media channels
- Create content for Cultivate's social media channels
- Support the social media content needs of Cultivate's Program and Volunteer departments
- Occasionally create content for Cultivate's digital newsletter

### Program Support

- Provide early morning on-site management starting at 6:30 a.m. for our grocery shopping and delivery program at King Soopers in Longmont on Tuesdays
- Coordinate volunteers, including providing orientations

### **Skills Required**

- Comfortable with public speaking and excellent presentation skills
- Enjoys meeting and interacting with new people for the purpose of promoting Cultivate
- Ability to connect with others and forge strong relationships
- Capable of interacting compassionately and relating well with older adults
- Demonstrate a commitment to diversity, equity, and inclusion
- Take initiative and works with minimal supervision

### **Qualifications**

- United States Military Veteran or Veteran family member preferred
- Proven ability to lead a presentation in front of varying audiences large and small
- Proficiency in Microsoft Office and general computer competencies
- Current Colorado driver's license and reliable transportation or personal vehicle
- Meet the National Service Criminal History Check requirements

### **Essential functions/working conditions**

- **Position requires at least 50% time traveling to outreach meetings and events**
- **Some evening and weekend hours are required**
- Light physical demands
- Must be able to work under stress of meeting deadlines and changing priorities
- Strong, clear and personable communication style on the phone, in virtual meetings and in person
- Must be comfortable with a dog-friendly office

**Compensation:** This is a 40-hour/week full-time position. \$18/hr plus company-paid health, dental, vision insurance; paid time off (vacation, sick leave, holidays, and, volunteer time off).

**TO APPLY:**

Please send a cover letter and resume to [jobs@cultivate.ngo](mailto:jobs@cultivate.ngo). Please type "Outreach Specialist" in the subject line. **No phone calls please.**

Cultivate shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation, gender identification or expression, or military status in any of its activities of operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, and selection of vendors and provision of services.