

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 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 to learn more.

About the Position:

The **Veteran 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. The Veteran Outreach Specialist focuses at least 50% of their time on the Veteran community in order to promote and grow organizational awareness and volunteer recruitment.

Responsibilities:

Marketing and Outreach

- Attend outreach opportunities, targeting the Veteran population, including community meetings, councils, roundtables, committees and events.
- Conduct presentations at Veteran and Non-Veteran organizations and businesses to promote Cultivate and volunteerism.
- Research Veteran outreach opportunities.
- Provide sufficient outreach to meet goals for recruitment of new volunteers.

Volunteer Management

- Follow up with potential volunteers and send requested information.
- Provide volunteer onboarding information and training over the phone, zoom and in-person.
- Conduct site visits for RSVP stations and ensure compliance with RSVP requirements such as updating Memorandums of Understanding.
- Provide outreach and support to all RSVP stations.

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.

Administrative Support

- 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.

Other Requirements

- This position supports the RSVP program 50% of the time.
- Position requires at least 50% time traveling to outreach meetings and events.
- Some evening and weekend hours are required.

Skills Required

- Comfortable with public speaking and excellent presentation skills
- Ability to connect with others and forge strong relationships
- Capable of interacting compassionately and relating well with older adults
- Demonstrated prospecting and salesmanship either in a for-profit or not-for-profit setting
- Demonstrate a commitment to diversity, equity, and inclusion
- Professional appearance and a high level of professionalism when working with the public
- Take initiative and works with minimal supervision

Qualifications

- United States Military Veteran 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
- Familiarity with the community landscape of the Denver-metro area
- Knowledge of veterans resources and service organizations

Essential functions/working conditions

- Light physical demands.
- Must be able to work under stress of meeting deadlines and changing priorities.
- Able to communicate effectively both verbally and in writing.

- 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. Please type "Veteran 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.