



Director of Communications and Volunteer Outreach

Volunteer Louisiana Commission

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree.

PREFERRED QUALIFICATIONS:

Professional experience with communications/public relations, volunteer recruitment/management, disaster response/recovery. Knowledge of AmeriCorps/national service.

OVERVIEW:

Perform public outreach functions for the Volunteer Louisiana Commission. Requires some nontraditional work hours and statewide travel.

JOB DUTIES:

- Help develop and implement an annual communications plan.

- Develop marketing and other materials such as newsletters, bulletins, pamphlets, directories, brochures, fact sheets, and Annual Reports for distribution to the media, elected officials, the public, and other stakeholders.

- Research and write news releases, social media posts, and executive speeches.

- Alert media representatives about agency events and schedule media and other appearances for executives. Represent Volunteer Louisiana in media and public forums as necessary.

- Promote volunteer opportunities through social media, public forums, media, and website. This includes national and global days of service as well as voluntourism, the trend among tourists to perform volunteer service activities in the community they visit.

- Maintain and update the online volunteer management system at www.volunteerlouisiana.gov

- Promote volunteer recognition and awards, including the Louisiana Volunteer Service Awards and Community Service Diploma Endorsement.

- Develop resources to help organizations recruit and engage diverse volunteer populations such as families, corporate volunteers, people with disabilities, seniors, and youth.

- Train organizations on effective volunteer management practices.

- Cultivate relationships and strategic partnerships with volunteer agencies, faith-based organizations, and volunteer connector agencies.

- Cultivate relationships and strategic partnerships with disaster response stakeholders at all levels of government, including CNCS. Coordinate with Voluntary Organizations Active in Disaster (VOAD) and state and parish emergency officials to update and implement Emergency Operations Plan.
- Represent the Commission and Office of Lieutenant Governor in state and local EOC's, meetings, planning, and update sessions with GOHSEP, FEMA, and other emergency management stakeholders.
- Coordinate and serve as the point of contact for spontaneous, unaffiliated volunteers in times of disaster. Help establish virtual and/or physical volunteer reception centers in times of disaster.
- Annually update the Commission's business continuity plan to ensure operations in case of disaster.
- Perform additional administrative and grant management tasks as necessary.

TO APPLY: Please submit resume and cover letter to

Volunteer Louisiana Commission
Attn: Judd Jeansonne, Executive Director
701 N. 4th St
Baton Rouge, LA 70802

Or submit electronically to jjeansonne@crt.la.gov