



## Community Relations

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### **General Description**

The Community Relations person is responsible for cultivating relationships with community partners, increasing community awareness for GCCCI, organizing and overseeing internal and external events, managing seasonal product distribution, and working to increase morale and loyalty among members.

### **Reporting**

This position reports to GCCCI President

### **Time Commitment**

This position requires 1-2 day/week

*Any position working a minimum of 2 days/week, may remain on their current team or they may elect to join the warehouse team*

### **Key Responsibilities**

1. Organize and oversee all GCCCI events both internal and external.
2. Organize, store, and distribute seasonal product for events (Christmas, Easter, Halloween, etc.)
3. Plan and implement events and programs to raise member morale and increase member loyalty.
4. Cultivate relationships with GCCCI community partners, other nonprofits, business and organizations to increase public awareness and make important connections for GCCCI
5. Other duties as assigned

### **Qualifications**

1. Knowledge of GCCCI programs, policies, procedures, and practices
2. Excellent internal customer service skills.
3. Excellent written and oral communication skills.
4. Skilled at planning, organizing, and implementing.
5. Ability to inspire others, instill confidence, and move people to action.
6. Ability to manage multiple tasks.
7. Ability to work with diverse groups of people and organizations.
8. Positive attitude