



Community Engagement Coordinator

SUMMARY:

The primary role of Lamplighter's Community Engagement Coordinator is to direct all community partnerships, coordinate volunteer opportunities for staff members, and manage the reallocation of company resources through donations of funds, event spaces, products / merchandise, and other forms of giving. Aligning their work carefully with Lamplighter's company values and mission, the Community Engagement Coordinator plays a critical role in shaping Lamplighter's identity in the cultural and social communities of staff and customers, as well as presenting its initiatives internally and externally.

This part-time (10 hours/week) role is managed by the Director of Marketing

RESPONSIBILITIES:

- Developing and executing a set of company-wide community engagement processes, guidelines, and procedures, including but not limited to:
 - Establishing a framework for selecting donation recipients and identifying partnership opportunities
 - Compiling an array of designated impact areas that reflect company values and staff interests / passions
 - Ensuring that scope of partnership work in each calendar year accurately reflects the company array of designated impact areas
 - Maintaining diligent notes outlining community engagement processes and internal discussions, correspondence with potential and selected partners, and all charitable giving initiatives
- Administering a company-wide community engagement budget, as established by the Director of Operations, including but not limited to:
 - Dispensing donations to charitable partners
 - Prioritizing tax deductible donations wherever possible
 - Subsidizing various community event expenses
- Directing a rotating donation beer program (e.g., \$1 donations per pour / bottle / four-packs), including but not limited to:

- Fostering relationships with a variety of community organizations (e.g., grassroots coalitions, nonprofits, and occasionally businesses) with philanthropic or social justice-oriented missions
- Organizing Lamplighter-sponsored events with partner organizations to raise funds, promote donation beers, spread awareness, and / or build community and support networks
- Assisting the Director of Operations and Director of Marketing to designate donation beers from an existing production schedule and / or develop fully branded collaboration beers
- Drafting and maintaining an application for one-off donations and other types of charitable partnerships, including but not limited to:
 - Owning the donations@lamplighterbrewing.com email inbox, responding to all donation requests received via phone and email within 2-3 business days
 - Compiling donation gift baskets and coordinating donation tours & tastings
 - Planning donation-related events with assistance from the Director of Marketing and Events Coordinator
- Publicizing community engagement programming under the guidance of the Director of Marketing, including but not limited to:
 - Drafting copy and sourcing images for social media posts
 - Maintaining a community engagement web page listing current and past partnerships, and other company-wide charitable initiatives
 - Designing printed promotional materials for charitable partnerships
 - Developing strategies to sell tickets and increase public interest in community engagement programming
- Maintaining regular staff involvement in all community engagement programming, including but not limited to:
 - Utilizing quarterly surveys to gauge staff input on potential partnerships, donations, and other community engagement programming
 - Communicating the details and scope of monthly partnerships with staff, both verbally and through written reference documents
 - Informing staff of potential volunteer opportunities
 - Administering a company-wide donation matching program, and encouraging staff participation whenever possible
- Tracking impact of donations, community engagement initiatives, and partnership, and preparing an annual report for staff and management.
- Leading staff in building strong and trusting relationships with our immediate neighbors at all Lamplighter locations
- Assisting the management team to maintain an inclusive workplace culture as well as

equitable hiring and onboarding practices

REQUIREMENTS:

- Excellent verbal and written communication skills
- Passion for social justice and community building and engagement

NOT REQUIRED, BUT USEFUL SKILLS:

- Prior experience in or knowledge of the nonprofit sector and/or grassroots organizing
- Passion for event planning
- Ability to self-direct multiple projects at once

Job Description Acknowledgement	
<input type="checkbox"/> I have read and understand the essential functions*** and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.	
_____ Employee Signature	_____ Date

*** Essential Function: Basic job duties that an employee must be able to perform, with or without reasonable accommodation.

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.