

Community Involvement Specialist

If you're someone who enjoys working alongside talented, passionate, and caring individuals, RCU is the place for you. With a focus on learning and continuous growth, you'll have excellent opportunities for career development, including internal promotions—allowing your skills to evolve from those of an entry level team member to a seasoned leader within an organization that can use your expertise across a variety of specialties. While your growth is being fostered, you'll also have ongoing opportunities to connect with colleagues and support your community via volunteerism with local nonprofits to improve the place you're proud to call "home." If you want to feel good about the work you're doing in the office and out, keep reading to learn more about us!

Redwood Credit Union is a not-for-profit financial institution that believes in people over profits. Our mission is to passionately serve the best interests of our Members, team members, and communities. Sticking to that vision has made us one of the most loved financial partners in the many communities we serve. In fact, RCU is the 8th largest credit union in California—and growing. We're completing construction on our new, 8-acre campus in late summer 2022 and will be ready to welcome more than 500 valued team members! Complete with an onsite café, a walking path, and beautiful surroundings, we're excited to bring this space to the Napa community.

If this sounds like a place you'd like to be, we're eager to meet you!

The Job (the big stuff)

Do you have experience planning, budgeting and executing quality programs and have current knowledge of and experience in community efforts and programs? Looking for a fulfilling career opportunity that harnesses your relationship building qualities and your industry expertise?

Look no further: Redwood Credit Union is looking for Community Involvement Specialist who will help build and grow our involvement in the community in our emerging markets of Napa, Marin and San Francisco counties!

The Community Involvement Specialist is responsible for coordinating and implementing Redwood Credit Union's (RCU's) community engagement programs and efforts. Responsibilities include planning, budgeting, executing quality community engagement programs, building RCU's reputation, image and brand in our communities, representing RCU in our communities, and monitoring and reporting results. The overall focus for this role is to maintain an outstanding community engagement program for RCU that allows the Credit Union to authentically give back and create positive, lasting impact in our communities. Redwood Credit Union has been voted by North Bay Business Journal's "Best Places to Work" for 16 years running, was recently recognized as the second healthiest credit union in the nation, and is known throughout the North Bay for incredibly strong community involvement through volunteerism, fundraising, and sponsorship.

What's Needed From You

As the Community Involvement Specialist within our Community Programs department, you will be responsible for a variety of tasks:

- Reporting directly to the AVP/Community Programs, helps manage the planning and developing of budgets, implementation, management, monitoring and assisting in reports on outcomes and impact of RCU's community engagement program.
- Responsible for ensuring an effective, efficient and successful community engagement program for RCU, assisting in management and implementation of this important program.
- Assists in planning, implementation and reporting of community engagement programs and events. This includes providing detailed reports on program results and maintaining and/or developing effective reporting tools such as; SmartSheet, Event Net and other tools as needed.
- Partnering with Branch Managers and Business Development Officers to develop strategic recommendations for market-specific, community engagement programs.
- Professionally represents RCU in the community at events.
- Manages event invitations with Executive Office to ensure smooth participation and communication with Board, Officials and SLT.
- With diplomacy and trust, develops and maintains partnerships with internal and external stakeholders.

- Exercises cultural competency in regards to our communities and important social issues.
- Effectively interfaces with government officials.
- Provides regular program updates, reports and recommendations, in relation to community opportunities.
- Provides support to the disaster relief fund and other campaigns to include: donor database management, donor acknowledgment, donor disbursements.
- Analyze and maintain emergency relief lists on behalf of the partner agencies to ensure accurate and clear information related to disaster fund.

Minimum Qualifications:

- Knowledge of and experience in community engagement efforts and programs.
- Excellent project management skills.
- Ability to act independently and confidentially, using discretion and tact.
- Excellent organizational skills, attention to detail, and ability to ensure quality control.
- Ability to prioritize and successfully manage multiple tasks and deadlines simultaneously.
- Exceptional communication skills, including written, oral and presentation skills. Also excellent grasp of English language including grammar and punctuation. Report generation and executive-grade communication a must. Spanish language abilities preferred but not required.
- Ability to analyze situations and data and recommend strategic solutions. Excellent service skills and abilities.
- Strong ability to collaborate with comprehensive projects and efforts that lead to excellent results.
- Applicable working knowledge of computers, software and technology. Skills in operations of a PC with internet/intranet, operating systems, donor databases word processing, spreadsheets, presentation & graphics software, design, multi-media, video and websites.
- Strong knowledge and ability to use online tools and resources to accomplish tasks and organize others activities. This includes knowledge and interest in online tracking systems, donation devices, etc.
- Working knowledge of consumer financial services industry.
- Ability to analyze situations and recommend solutions.
- Excellent planning skills.

Education/Experience

- Bachelor's degree in community relations, public relations/affairs, business or related field and a minimum of five years of specific job-related experience including nonprofit or community programs, management, event and project management and relationship building.

Tell us why you think you are our new Community Involvement Specialist! We are excited to hear how your skills, experience, and vision contribute to our team! Reach out to **Nina Schlatter** at NSchlatter@redwoodcu.org

- **Mandatory Vaccination Policy:** As a condition of employment, new hires must be fully vaccinated against COVID-19 on or before the first day of employment (subject to legally mandated exemptions).

Service ~ Trust ~ People ~ Cooperation

We are an Equal Opportunity Employer