



Community Liaison
\$20/hr. 10 hrs./wk.

Our small non-profit organization is seeking a dedicated and passionate individual who will work with us to develop our North of Boston community: partners, sponsors, members, donors, staff, volunteers, and guests. This individual will use traditional marketing methods to create awareness and engagement within the community.

The successful candidate for **the Community Liaison will be available:**

- **Weekly TEAM Meeting**, Wednesday, 10am -12pm (onsite).
- **Weekly Thursday Social**, Thursday, 1pm - 4pm (onsite).
- **Once-a-month, Check-in with Director** (1:1; 1-hour; onsite or Zoom).
- **Once-a-month, 2nd weekend** of each month (visit programs: Saturday morning Memory Cafe & afternoon Garden Parties; Sunday Stroll, 10am - 2pm).

Job Responsibilities

- Set and track success metrics for Rest-Stop-Ranch growth areas: foot traffic, volunteering, & fundraising.
- Identify, secure, and foster reliable referral partners & sustaining sponsor relationships.
- Provide on-site tours of the gardens and cottage for key community partners, such as Professional Health Care Workers, Social Workers, Activity Directors, Physical Therapists, Philanthropists, Foundation Representatives, Financial Partners & Sponsors, Rest-Stop-Ranch New Members.
- Educate the surrounding communities on the offered programs by calling, visiting sites and organizing presentations during business hours (Monday thru Friday).
- Help manage financial and in-kind donations.
- Research & facilitate media opportunities in magazines, newspapers, local TV, radio, etc.

Additional Responsibilities

- Help create systems to manage the growing outreach & development efforts.
- Support social media outreach efforts: Post to the Rest-Stop-Ranch website, Facebook, Instagram, and other online platforms.
- Commit to learn more about nonprofit management (read books, attend webinars, lectures, etc).
- Follow Rest-Stop-Ranch best practices, policies and guidelines as outlined in the Volunteer Handbook
- Dress and act in a professional manner while representing Rest-Stop-Ranch

Skills and Abilities

- Comfortable with fundraising and community education.
- Independent thinking, creative problem solving and ability to self-direct
- Dependable and consistent. Prompt, with excellent time management
- Respect for the diversity represented in and outside our organization
- Strong listening, communication, organizational, & leadership skills
- Strong computer skills (email, MS Word, Excel, Social Media, online meeting software)
- Strong desire to act for the mission and vision of Rest-Stop-Ranch

The Ideal Candidate

- Experience in non-profit development, outreach and/or corporate marketing/sales.
- Understanding the field of long-term-care, including the roles of caregiver and care receiver with a long-term illness or disability.

Time Commitment

- Ten hours per week
- \$20 per hour

Rest-Stop-Ranch provides year-round support and sanctuary for Caregivers & All on a Long-Term-Care Journey. Wheelchair-accessible gardens are donor-supported, and reserved online or by phone/text.

How to Apply:

Rest-Stop-Ranch Application with a cover letter should be sent:

Email to teams@rest-stop-ranch.org

or Post to Rest-Stop-Ranch, 202 Haverhill Road, Topsfield, MA 01983