Empower Eureka is a volunteer program designed for community members who desire to improve and enrich the quality of life in Eureka. Residents are matched with meaningful volunteer experiences that create positive change in practical ways.

**Description of Duties**
- Responsible for program development
- Establish and maintain positive community partnerships
- Recruit, hire, train and support volunteers
- Maintain, edit, update, design and build EmpowerEureka.org website as needed
- Coordinate events and promotions
- Utilize social media platforms for program and event promotion and marketing
- Participate in community outreach opportunities
- Maintain good relationships and communication with volunteers, team members and supervisor
- Assist with various Empower Eureka projects and additional duties as assigned

**Essential Qualifications**
- Must be team oriented and have ability to work collaboratively
- Ability to think creatively and strategically
- Outstanding people skills and experience working with diverse groups
- Must have excellent oral and written communication and phone skills
- Ability to multi-task, be highly organized and detail oriented
- Must be positive and solution-focused in approach to handling challenges or conflicts
- Must have a positive and enthusiastic disposition
- Must have the ability to multi-task and function in a sometimes fast-paced environment
- Must be First Aid & CPR certified within one month of hire
- Must be fingerprinted prior to start date

**Employment Dates:** Minimum of 1 year commitment

**Available Hours:** Up to 20 hours a week

**To Apply:** Complete and submit a City of Eureka Employment Application and Letter of Interest. Letter of Interest should address the following questions:
- a. *What is your motivation for wanting to make a positive impact on the City of Eureka?*
- b. *What makes you uniquely qualified for this position?*

**Deadline to Apply:** Open until Filled

Submit application and letter to:
Donna Wood – Deputy Community Services Director
Adorni Recreation Center – 1011 Waterfront Drive, Eureka, CA 95501
For questions call 707-268-1858 or email dwood@ci.eureka.ca.gov.