



Community Outreach & Event Organizer

Position Overview

The Community Outreach & Event Organizer will play a critical role in enhancing LaunchSpace's impact by increasing community awareness, developing strategic partnerships, and recruiting participants for various programs. This position offers an opportunity to collaborate with local organizations, engage with diverse community members, and contribute to a vibrant and growing ecosystem of creativity and entrepreneurship.

Key Responsibilities

Program Recruitment (50%)

- Develop and implement outreach strategies to recruit participants for LaunchSpace programs, particularly focusing on youth, entrepreneurs, and community members.
- Collaborate with internal teams to ensure successful program enrollment and retention.
- Create and manage a database of potential participants and partners.
- Attend recruitment events and meet potential participants to promote programs such as the Creative Sector Pathway Program.

Community Events Coordination (30%)

- Plan, organize, and execute community events that promote LaunchSpace's mission and programming.
- Work closely with the Event Committee to identify opportunities for public engagement.
- Assist in the development of marketing materials and outreach strategies for events.
- Represent LaunchSpace at local community events, networking opportunities, and public forums.

Partnership Development (20%)

- Identify and document new partnership opportunities with local businesses, nonprofits, schools, and government agencies to foster collaboration that align with LaunchSpace's mission.

Qualifications

- Strong communication and interpersonal skills.



- Experience in event planning, community outreach, or partnership development.
- Passion for community engagement and making a positive impact.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficiency in Google Workplace, Canva, social media and other communication/marketing platforms is an asset.
- Requires a flexible schedule with some evenings and weekends.
- A valid driver's license and access to reliable transportation is required.

Benefits

- Hands-on experience in community engagement and outreach.
- Opportunities for professional growth and networking.
- Being part of a vibrant and innovative community at LaunchSpace.
- A LaunchSpace membership for the duration of the contract.

Hours: 3-5 hours per week (on-site & off-site)

Compensation: \$22.00/hour

Duration: 6 months with the opportunity for growth

Apply to: Send a cover letter and resume to Brianna Drohen at brianna@launchspace-orange.com.