

Community Resources Coordinator

What You'll Be Doing...

As a **Community Resource Coordinator**, you will oversee day-to-day operations, facility support functions, and organizational partnerships for Big Ivy Community Center. This role manages operational systems that support programs, community engagement, and organizational sustainability. The Coordinator of Resources supervises Community Center volunteers, coordinates community partnerships, supports fundraising and reporting activities, and oversees day-to-day operations.

Community Resources & Engagement

- Lead community engagement activities and resource coordination initiatives.
- Serve as liaison to Buncombe County community partners and collaborating organizations.
- Develop and maintain relationships with sponsors, donors, contributors, and community stakeholders.
- Create and administer surveys to assess community needs and program effectiveness.
- Support development of new community resource programs and initiatives.
- Assist with fundraising efforts and community partnership development.
- Marketing table events are required when needed.
- Social Media for Community Center and as needed for Board of Directors.

General Operations & Administration

- Maintain organizational calendars, office communications and scheduling systems.
- Maintain BICC's calendar, resource room rentals, activities such as 4/H, monthly birthdays, library, and kitchen.
- Coordinate and oversee facility rentals, contracts, fee collection, and related documentation.
- Work with the Board Treasurer as needed.
- Prepare board reports and assist with meeting coordination and governance compliance.
- Maintain operational records, files, and reporting documentation.
- Attend marketing events and continuing education pertaining to position when needed.

Staff & Volunteer Coordinator

- Recruit, train, and supervise volunteers to ensure operational excellence and program success.
- Document and update protocols, guidelines, and policies for all BICC programs and operations in coordination with the BICC Board.
- Drive new program development, fundraising initiatives, and community resource creation.
- Oversee volunteer maintenance, cleaning, and organization to ensure a safe and welcoming environment for the Community Center and grounds.

Facility & Operational Support

- Oversee property maintenance coordination, organization, and cleanliness.
- Ensure facilities remain safe, functional, and welcoming for community use.
- Support essential logistics for programs, meetings, rentals, and events.
- Coordinate vendor relationships and operational service needs.

What We're Looking For...

You are an organized and mission-driven leader with a strong background in operations of community-focused programs. You bring experience overseeing complex workflows that involve resource distribution, volunteer coordination, and administrative compliance. Your approach balances strategic thinking with hands-on execution—ensuring programs run smoothly while maintaining the highest standards of dignity and confidentiality for clients. You excel at managing multiple priorities, from financial oversight and reporting to donor relations and community engagement, and you thrive in environments where adaptability and resourcefulness are key. Your communication style fosters collaboration across staff, volunteers, board members, and community partners, and you lead with integrity, accountability, and a commitment to service. You are passionate about building systems that strengthen community impact and sustain organizational growth.

You'll Need to Have...

- High School Diploma or equivalent experience.
- Valid North Carolina driver's license and insurance as required by the State of North Carolina.
- Reliable transportation and the ability to travel occasionally within the region.
- Reliable cell phone and willingness to use it to perform duties if needed.
- Ability to work closely with the BICC Board and the other BICC personnel.
- A passable criminal background check and drug screen.

Even Better If You Have One or More of the Following...

- Experience in nonprofit administration, community engagement, or operations management.
- Considerable knowledge of complex program management and computer proficiency.
- Ability to communicate effectively orally and in writing and deal tactfully with the public.
- Ability to establish and maintain an efficient, orderly, and professional office environment.
- Ability to prioritize concurrent demands, work independently, and maintain accurate and complete files.

Where and When You Will Be Working...

This is a fully on-site position. You will work from the Big Ivy Community Center to oversee day-to-day operations. Your presence on the grounds is essential for supervising programs, coordinating volunteers, and ensuring smooth execution of community services. The standard schedule is a 20-hour workweek at 20 an hour, with the on-site schedule established by BICC based on program, facility, and community needs. Occasional after-hours work may be required

for board meetings, rentals and special events; compensatory time will be provided for these activities. This is an entry level position with the possibility of growth in position and pay.

Physical Expectations for This Role...

- While performing the duties, the employee will be required to sit, climb, stand, talk, see, hear, walk, handle objects and tools, use standard keyboards or office equipment, and reach with hands and arms.
- On occasion, lifting heavier items may be required as part of event or facility operations.
- Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions and duties.
- Specific vision and hearing abilities required by this job include close vision and hearing with the ability to adjust focus.
- Driving an ATV/UTV on occasion.

Aligned with Big Ivy Community Center's Mission

Enhance the quality of life for all ages by providing an environmentally sound facility for education, recreation, celebration, and locally based human services in order to increase opportunities for personal and community growth within our community.