



## **OUTREACH LIAISON POSITION ANNOUNCEMENT**

### **About the Center for Heirs' Property Preservation**

The Center for Heirs' Property Preservation™ (CHPP™), a nonprofit organization established in February 2005, has a mission of protecting heirs' property (HP)—a form of landownership—and promoting the sustainable use of land to provide increased economic benefit to low-wealth families through education, advocacy, legal services, and forestry technical assistance primarily in the counties of Allendale, Bamberg, Beaufort, Berkeley, Calhoun, Charleston, Chesterfield, Clarendon, Colleton, Darlington, Dillon, Dorchester, Florence, Georgetown, Hampton, Horry, Jasper, Kershaw, Lee, Marlboro, Marion, Orangeburg, Richland, Sumter and Williamsburg in South Carolina.

In addition, CHPP™ has a national and regional leadership role in providing expertise on the issue of HP and, ultimately, in developing business models for best practices in the work needed to address the HP issue in all its complexity.

### **Position Description**

CHPP™ is a rapidly growing, results-oriented, small team workplace seeking a smart, energetic, and committed individual to join the Outreach Department as the Outreach Liaison. This position will conduct community outreach and education activities. The liaison will schedule, coordinate, plan and implement outreach events within their assigned service area. The position also requires full participation in community outreach efforts and events and will include evening and weekend work. The initial primary service area for this position will be in the Center's Inland Region (Allendale, Bamberg, Clarendon, Orangeburg, and Sumter Counties) although all Center Liaison's may be requested to assist with outreach in any of the Center's service area counties.

### **Essential Job Functions**

- Assists in maintaining the calendar of outreach activities, including community events, workshops, appearances and other communication opportunities.
- Schedules regular outreach events in the community and educate employees on outreach responsibility within assigned counties.
- Recruits and retains and trains volunteers for the Woodland Community Advocate Institute.
- Provides support for and helps plan and implement the SC Rural and Limited Resource Landowner Symposium.
- Provides support for, plans with and grows The Center's Advisory Committees.
- Supports collaboration with community relationships to strengthen and expand the representation in assigned counties.
- Attends and provides support at necessary workshops, training, and events.
- Assists in the development of marketing and media materials for outreach events and/or social media.
- Helps plan, coordinate, and execute in the organization of special events, including but not limited to woodlands community advocates institute, graduation and symposium and other fundraising initiatives.
- Provide timely reports as required by the Community Engagement Manager, such as data entry into Salesforce, filing of attendance sheets; generating letters to seminar attendees and providing additional information requested by attendees.
- Must be committed to organizational mission and fiscal responsibility, and
- Works as a team member with the forestry, legal, development and strategic initiatives staff to meet the grant goals and objectives.
- Position requires extensive in-state travel.

- Continually broadens expertise in the areas of outreach, project management and partner engagement.
- Must be committed to organizational mission and fiscal responsibility.
- Additional duties as assigned or requested by the Director of Outreach.

**Desired Experience, Education, Skills and Knowledge**

- Minimum of a bachelor’s degree in a related field from an accredited college or university
- 1 year of experience in community outreach, communication/marketing, or related nonprofit work.
- Must be a proficient and facile writer.
- Must exercise discretion when handling confidential information.
- Public-speaking skills and experienced in using social media tools to support program/outreach activities.
- Must genuinely like interacting with people of diverse backgrounds. Puts people at ease and is pro-active and patient in building relationships.
- Able to work evenings and weekends, as needed/required.
- Exercises good judgment in following Center standards and does not deviate from the standards.
- A team player who enjoys working with and assisting colleagues and engaging community members to advance the goals and vision of the Center.
- Can participate in training courses in order to expand knowledge in area of duties and responsibilities, and to learn the laws and regulations relative to forestry, heirs’ property, real property and estates.
- Must be proficient in Microsoft 360, with advanced Excel skills.
- Experience with CRM software, Salesforce, preferred.
- Possess capability to deal with individuals from various backgrounds including clients and agency personnel.
- Has a thorough knowledge of practices, policies, procedures, rules, and regulations governing the Center.
- Possess a valid SC driver’s license.

**Compensation**

**Hiring Range: \$37,500 - \$40,000**

Compensation consists of (1) a base salary that is dependent upon the level of experience and falls within Center Pay Grade 6 (\$37,500 - \$54,750) and (2) benefits (i.e., paid leave, company paid health and dental insurance, and retirement contribution).

**Application Process**

Applications will be received until the position is filled. Applicants should send via email (1) **a cover letter**, which includes why the applicant wishes to apply for the position, along with **salary requirements** and (2) **a resume**. This information should be sent via email to the attention of:

**Jackie Wilson, Director of Administration**

[hr@heirsproperty.org](mailto:hr@heirsproperty.org)

No calls, please, regarding this opportunity; however, feel free to view the Center’s website at [www.heirsproperty.org](http://www.heirsproperty.org) for additional information.