



Community Engagement Associate (Part-Time / Temporary)

Position Summary:

This is a part-time position reporting to the Deputy Director. The Community Engagement Associate will initially work alongside the Community Engagement Manager and then cover her maternity leave beginning in May. Beginning as a temporary position for 6 months (March 1, 2025 - August 31, 2025), there is a possibility for the position to become permanent following the initial employment period. Position requires approximately 5 hours per week starting in March, and 10-15 hours per week beginning in May.

Our compassionate JJMF community consists of families facing the challenges of their children's complex neurological conditions. JJMF provides a variety of supportive opportunities for families to gain strength through connection with a unique community of others who understand.

This position requires a team player mentality and mission-driven perspective as well as attention to detail, flexibility, sensitivity and confidentiality. The successful Community Engagement Associate is self-directed to meet job objectives and adapts easily to additional responsibilities as needed.

Responsibilities (to be shared with Community Engagement Manager):

- Track program registrations and prepare communications for community events including but not limited to music therapy sessions, virtual support group, and parent/caregiver and family events
- Co-lead monthly virtual support group, determining bi-monthly discussion themes and serving as facilitator of discussion
- Attend quarterly virtual music therapy sessions via Zoom (held on Saturdays); manage attendance tracking, photo and video recording, and Zoom logistics coordination
- Attend in-person music therapy sessions and parent/caregiver and family connection events, serving as JJMF ambassador to cultivate authentic connection with families
- Execute social media marketing plan according to communications content calendar, including monitoring and engaging in social media accounts
- Produce monthly Community Events email to relay important information to families
- Represent JJMF at community events (virtual and in-person)
- Maintain ongoing communication and outreach with JJMF community families via email, including responding to all inquiries received via JJMF website
- Initiate support for families undergoing hospital stays, surgeries, etc
- Build resource database for families to access via the JJMF website and stay apprised of relevant partner organization events to share with the community

Qualification/Experience Requirements:

- Education: Bachelor's degree required with counseling or social work related experience
- Computer Skills: Must be proficient in all Microsoft Office programs and Google Drive, including document, spreadsheet, and form creation. Must have experience hosting Zoom meetings. Experience working with constituent database software is preferred, but training is available.
- Experience with the following platforms (or similar): Canva, MailChimp, Hootsuite, LinkTree, GSuite/Google Drive
- Ability to discern, communicate and uphold online community guidelines.
- Professional, creative writing skills
- Experience planning and leading community initiatives
- Attention to detail, critical thinker and problem-solver
- Ability to build rapport with parents/caregivers and families

Working Condition Requirements:

This is a remote position, however must be based in the St. Louis, MO metropolitan area and able to attend in-person events. Applicants must have access to personal home office equipment including computer, printer, reliable internet connection and phone service. Working hours for this position are flexible; however, attendance via Zoom at scheduled meetings and community events as is expected.

Compensation:

Hourly compensation offered commensurate with experience within the range of \$30-\$50 per hour.

Applicant Instructions: Please email cover letter and resume to Allison Reichart, Deputy Director at allison@junejessie.org with email subject line "Community Engagement Associate"