**Community Engagement & Volunteer Coordinator**
**Job Description**

## Background:

Founded in 2008, **Madison House Autism Foundation**'s mission is to promote, model and advocate for the full inclusion of adults with autism and their families in the life of our communities, and to expand choice and opportunity in housing, employment, and social participation.

Located in Montgomery County's Agricultural Reserve, **Madison Fields** is a 265-acre working farm and community campus that offers job readiness and skills training for adults with autism and other intellectual and developmental disabilities (A/I/DD). It also serves the greater community by providing agricultural education, diverse indoor and outdoor spaces for personal or corporate events, and individual and group volunteer opportunities to support our mission.

## Position Summary:

The Community Engagement & Volunteer Coordinator leads outreach, partnerships, and volunteer engagement for Madison Fields, advancing both mission and revenue-generating activities. Reporting to the Farm Operations Director, this position develops and executes outreach strategies, builds sustained partnerships with businesses and public-sector entities, manages volunteer pipelines, and ensures high-quality, inclusive experiences for all participants and guests. The role also requires hands-on coordination of events and collaboration with program staff to align volunteer and event activities with participant skill-building goals.

## Duties:

### Community Engagement & Partnerships

- Develop and implement a proactive outreach strategy to engage:
  - Corporations and small businesses.
  - Government agencies and public-sector partners.
  - Community organizations, schools, and civic groups.
- Cultivate and maintain relationships that lead to:
  - Community partnerships supporting the job training program.
  - Individual, group, and corporate volunteer days.
  - Booking of facilities for corporate meetings and retreats, and other personal or community events.
- Represent Madison Fields at community events, networking forums, and meetings.
- Track outreach activities, partnerships, and engagement outcomes.

### Volunteer Program Management

- Design, expand, and manage a structured volunteer program aligned with best

practices (recruitment, onboarding, training, supervision, and retention).
- Build and expand relationships with schools, businesses, and organizations to expand the volunteer base of individual and group volunteers, including corporate teams, Student Service Learning youth, Scouts, and community groups.
- Develop volunteer roles that support:
  - Farm and barn operations.
  - Equine assisted learning activities.
  - Program activities for adults with A/I/DD.
  - Events support and logistics.
- Coordinate volunteer scheduling, assignments, and supervision.
- Provide orientation and training on safety, expectations, and neuro-inclusive practices.
- Ensure meaningful, well-organized volunteer experiences that encourage repeat engagement.
- Track volunteer hours, contributions, and impact; support reporting and storytelling.

**Event Coordination & Execution**
- Respond to inquiries, provide tours, and convert inquiries into bookings.
- Coordinate logistics for events held at Madison Fields, including:
  - Scheduling and site preparation.
  - Vendor coordination (as applicable).
  - Volunteer and staff assignments.
- Serve as a primary point of contact for clients before and during events.
- Ensure events are well-organized, welcoming, and aligned with Madison Fields' brand and mission.
- Incorporate opportunities, where appropriate, for program participants to engage in event-related tasks that support hospitality skill development (e.g., setup, cleanup, grounds preparation).

**Required Qualifications:**

- Bachelor's degree or equivalent experience in communications, marketing, nonprofit management, event management, hospitality, or a related field.
- Minimum 2-4 years of experience in one or more of the following:
  - community engagement or partnership development.
  - volunteer coordination or program management.
  - event planning, hospitality, or client relations.
  - marketing, outreach, or business development.
- Demonstrated experience managing multiple priorities, programs, or events simultaneously.
- Strong interpersonal and relationship-building skills with diverse audiences.
- Excellent English written and verbal communication skills.
- Experience developing marketing or outreach materials (e.g., brochures, website content, presentations).
- Ability to work occasional evenings and weekends based on event schedules.
- Comfortable working in a farm/outdoor environment and supporting hands-on

activities.
- Commitment to inclusion and respect for individuals with I/A/DD.

**Preferred Qualifications:**

- Experience in a nonprofit, social enterprise, or mission-driven organization.
- Background in corporate partnerships, fundraising, or sponsorship development.
- Experience managing corporate volunteer programs or group volunteer events.
- Knowledge of CRM systems, volunteer management platforms, or event booking tools.
- Event planning experience in unique venues (e.g., farms, outdoor settings, or community spaces).
- Veterans and transitioning service members are strongly encouraged to apply.
- Second language proficiency (e.g., Spanish, Chinese, Korean, etc.).

**Location:** Dickerson, MD

**Employment Type:** Full-time (40 hours per week)

**Salary Range:** $48,700-$53,700

Actual base salary may vary based on, but not be limited to, relevant experience and base salary of internal peers.

**Benefits:** Health insurance, retirement savings plan, paid holidays, vacation days, and wellness days.

**Send resume and cover letter to:** jobs@madisonhouseautism.org