



Role: Community Engagement Specialist

Primary Point of Contact: President and CEO

Pay Rate: \$25.00 / hour, 64 flexible hours per month

Position Type: Part-time Independent Contractor (1099)

To apply, [please submit your application and resume](#) by Friday, 5/24/2024.

Position Description: The Community Engagement Specialist is a highly visible and influential role within the Technology Council of Central PA (TCCP) and the broader community, reporting directly to the President and CEO. Entrusted with the central responsibility of spearheading the overall growth of TCCP's membership, this role actively engages in networking to attract new members and investors to the organization. The Community Engagement Specialist leverages this visibility to cultivate new relationships, expertly steward existing ones, and consistently deliver exceptional customer service to all TCCP members, non-members, and businesses in the community. The strategic efforts of the Community Engagement Specialist not only expand TCCP's reach and impact but also champion the interests of its members and stakeholders, contributing significantly to the organization's sustained growth and prosperity.

Major Tasks and Responsibilities:

- I. Membership Knowledge
 - a. Develop a thorough understanding of the various TCCP membership levels and the benefits each provides.
 - b. Develop a strong working knowledge of TCCP and its various programs and events.

- II. New Member Exploration
 - a. Cultivate and expand a roster of potential members through the use of a provided database, connecting at both internal and external gatherings, personal outreach, and fostering relationships within the business community.
 - b. Implement strategies that bolster TCCP's objective of broadening outreach efforts, creating various avenues for new member opportunities. These may include, but are not limited to, outreach through personalized phone calls or LinkedIn connections, encouraging referrals, and promptly responding to incoming inquiries.

- III. Solution Sessions
 - a. Organize, participate in, and guide discussions with potential new members, taking care of the necessary groundwork for each session.
 - b. A mix of in-person and virtual meetings is fundamental to this role, with a focus on local travel within Central PA (no extended or overnight trips).

- c. Facilitate informational sessions to present the advantages of TCCP membership, as well as TCCP's programs, events, and services, with a strong emphasis on helping prospective members understand the value of TCCP membership.

IV. Securing Member Commitments

- a. Follow up on each Solution Session encounter by aiding prospective members in their seamless integration into the TCCP community. This includes addressing any remaining inquiries, facilitating introductions to existing members, and fostering connections that encourage active involvement in TCCP membership.
- b. Consistently achieve or surpass monthly objectives for membership growth.

V. General Support

- a. Represent TCCP at community or business events when required.
- b. Support sponsorship solicitation efforts as needed.
- c. Participate in various TCCP meetings, programs and events as needed.
- d. Assist with other projects and duties as needed.

Preferred Qualifications:

- Minimum 2 - 4 years related experience
- Experience in sales, closing sales and customer service
- Excellence in relationship building, networking and lead generation
- Thorough knowledge of Central PA business community
- Exceptional communication skills, verbal, written and presentation
- Confident in working with "C" suite level within organizations (Executives)
- Proficiency with Microsoft Office Suite and LinkedIn
- Self-motivated, with ability to independently set and meet goals
- High level of integrity, work ethic and follow-up skills
- Ability to work independently with limited supervision
- Must be organized with good time management skills

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