



# Community Manager

- Research and identify community initiatives, non-profit partnerships, and volunteer opportunities that align with FETX's mission.
- Organize and lead monthly community service projects, ensuring a variety of initiatives that impact different community needs (e.g., mentorship, financial literacy, youth engagement, women empowerment, small business support).
- Work with local businesses and organizations to establish partnerships for long-term community impact.
- Keep track of community needs and recommend strategic ways for FETX to engage and provide support.
- Plan and oversee logistics for each monthly initiative, including securing locations, coordinating resources, and ensuring smooth execution.
- Assign roles to the FETX team in their city to assist with initiative execution, ensuring participation from members.
- Work directly with Social Media Manager Carynn Gonzales to provide initiative details, key messaging, and impact highlights for promotion.
- Ensure event recap photos and key moments are captured and shared with Carynn for timely social media posting.