

Outreach Coordinator (35-40 hrs; \$16-\$18/hr)

Weekly schedule may vary and will require occasional evenings and weekends.

Description:

The Outreach Coordinator will lead agency efforts to develop and expand client, community and volunteer outreach.

Key Responsibilities:

Client Outreach (approximately 50%)

- Interview clients and complete intake assessments
- Make appropriate recommendations and referrals to area resources
- Promote outreach programs that are welcoming, trauma informed, and focused on client dignity
- Coordinate nutrition education, assistance programs and SNAP outreach.
- Develop and implement community outreach strategies to promote services to diverse cultures.
- Promote comprehensive community programs and education campaigns for underserved populations.
- Work directly with individuals, assessing their needs and then guiding them to the appropriate resources.

Volunteer Coordination (approximately 20% of time)

- Coordinate volunteer recruitment and activities to ensure programs are trained and staffed to meet the needs of the community.
- Maintain Volunteer database and volunteer communications.
- Oversee volunteers, community service workers, partner staff and organized groups.
- Schedule public group tours and ensure guided and informative tours are given of the agency.
- Implement long-term strategies to increase volunteering, improve volunteer knowledge, and provide additional training to increase volunteer opportunities.
- Work with the Executive Director and agency staff to solve problems, determine the number of volunteers needed and facilitate volunteer evaluation, support and supervision.

Community Outreach (approximately 30% of time)

- Cultivate and promote relationships with community organizations, service providers, and other audiences
- Expand agency visibility to inform potential clients, volunteers, and donors about CCF programs
- Attend resource fairs, community events and similar off-site activities to promote agency awareness
- Evaluate community impact and response to CCF programming
- Implement long-term strategies to develop and improve outreach strategies with the public

Qualifications:

- Excellent interpersonal skills, demonstrated through positive service skills, and ability to relate to people of varying ages and backgrounds.
- Experience in the non-profit sector and a passion for social services, fighting food-insecurity, collaboration, and/or collective impact is a plus.
- Must be able to work in a diverse, frequently changing environment; open to new ideas and methods
- Knowledge of community, and proven collaborative partner in community initiatives across a spectrum of human services.
- Ability to show flexibility and creativity in response to change and adapt to and accommodate new methods and procedures.

Education | Experience:

- Associate's Degree | Ideal candidate will be pursuing or hold a Bachelor's degree in communications, nonprofit management, or similar
- Proficient in Microsoft Office (Excel | Word | Outlook) Experience managing, training, and scheduling individuals / teams