



Citizens Advocating for Social Equity

Outreach Coordinator (OC)

Primary Duties and Responsibilities

General Description

This opportunity requires a unique blend of skills and aptitudes, including a social, open personality style that enjoys public speaking and customer service, and some competent skills in coordinating people, places, and things. The Outreach Coordinator will be responsible for handling the detailed-oriented administration that supports C.A.S.E. outreach and marketing activities.

This position's primary objectives are to:

- Convene and facilitate a regular community planning body consisting of residents of various professions, skills, and expertise who are all interested in identifying the issues of the community and developing approaches to addressing them.
- Recruit C.A.S.E. volunteers who are passionate about providing information to the community.
- Work with C.A.S.E. volunteers to initiate and develop outreach agendas and programs.
- Establish community partnerships with organizations, churches, schools, and clinics to increase C.A.S.E. membership and events in the area.
- Execute approaches to increase financial support to C.A.S.E. initiatives.

Specific duties include, but are not limited to:

- *Community Outreach:* The OC will be responsible for developing community relationships, scheduling outreach events, and marketing C.A.S.E. initiatives. The OC will also spend extensive time executing outreach events.
- *Special Promotion:* The OC will coordinate or assist in the design and implementation of special events and campaigns as appropriate.
- *Information dissemination:* Establish relationships with Center for the Elimination of Disproportionality and Disparities to obtain information and materials for dissemination to the community.
- *Flyers:* Develop flyers including messages and schedules events.
- *C.A.S.E. Newsletter:* A key marketing and communications element of the work of C.A.S.E. is the monthly or quarterly newsletter.
- *Fundraising:* Soliciting donations to support the activities of C.A.S.E.

Interest, Work Experience, and Skills Desired

- Interest in promoting equity and inclusion in social systems of government.
- Non-judgmental approach to people.
- Culturally sensitive and competent to the differences of others.
- Confidential about the disclosure of personal and health information of people.
- 1+ years work experience in marketing, retail, or customer service a plus.
- Good public speaking and business writing skills.
- Acceptable level of detail orientation, and competence at executing administrative tasks.
- Comfort and enjoyment in face-to-face promotional activities.
- Self-starter with ability to self-direct and prioritize work activities, and manage multiple projects.
- Enjoys working in a team.
- Persistent, outgoing, organized, flexible, and can think well on their feet.
- Demonstrated interest and leadership in extra-curricular volunteer or organizational activities.
- Knowledge Microsoft Word, Excel and PowerPoint.
- Bilingual preferred but not required.