



**OUTREACH COORDINATOR
JOB DESCRIPTION**

Job Title	<i>Outreach Coordinator</i>	Department	<i>Admin</i>
Job Type	<i>Full-time, Non-Exempt</i>	Reports To	<i>Director of Programs</i>

Reporting directly to the Director of Programs, the Outreach Coordinator will coordinate Connections for Children’s (CFC) effort to communicate our array of program services among a wide variety of stakeholders. The coordinator will be responsible for developing, implementing, and monitoring CFC’s outreach activities to build awareness of CFC and to support enrollment in our child care subsidy programs, utilization of resource and referral services, and participation in professional development and family enrichment programs. They will also provide outreach support to either the R&R Department and/or the Subsidy Department, as needed.

Outreach

- Develop, implement, and monitor community outreach plan, including measurable outcomes and objectives.
- Collaborate with lead program staff to support individual program outreach goals.
- Develop and maintain professional and positive working relationships with community partners, families, and providers to build awareness of CFC and to increase CFC’s impact across our service area.
- Support existing partnerships with key stakeholders, including the City of Santa Monica, Santa Monica Malibu School District, Santa Monica Public Library, Santa Monica College, and El Camino College.
- Work with CFC leadership to identify, strengthen, and cultivate opportunities for expanded community partnerships within CFC’s service area.
- Organize, attend, and present at non-profits, public and private spaces, neighborhood and community settings in order to connect with eligible families and providers who may benefit from CFC resources.

Communication Materials

- Create and edit content for external distribution, including email, newsletter, website, and social media campaigns that support program outreach goals.
- Prepare and update program outreach materials, including presentations, flyers, and other agency collateral.
- Plan for, order, and track purchase of marketing materials that support program goals.

Perform other duties as assigned.



OUTREACH COORDINATOR JOB DESCRIPTION, contd.

Knowledge & Skills Required

- Minimum of 2 years related experience in program outreach.
- Bachelor degree in Communications or other related field. (preferred)
- Bilingual English/Spanish: Excellent oral and written communication skills. (required)
- Demonstrated experience successfully planning and managing an outreach portfolio that includes multiple projects and deliverables.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook, Teams). Adept in learning new technologies and software.
- History of punctual and consistent attendance in the workplace.
- Exceptional attention to detail and accuracy.
- Well-organized and able to self-manage competing priorities.
- Excellent interpersonal skills, flexible and collaborative; ability to work effectively with all levels of staff, supporters, and community members.
- Ability to exercise discretion and good judgment at all times.
- Passion to support the mission and goals of Connections for Children.

Working Conditions

1. Typical of an office environment.
2. Must have reliable transportation for local travel.
3. Ability to work flexible days as work may include occasional evenings and weekends.
4. Eligible for hybrid/telework schedule upon completion of introductory period.
5. Must comply with agency health and safety protocols, including vaccination policy.

SALARY RANGE: \$20.00 - \$24.00 per hour, 35 hours per week.

Organizational Statement

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management reserves the sole right to modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type. Employment at Connections for Children is strictly on an at-will basis. We are an Equal Opportunity Employer.