



JOB TITLE: COMMUNITY OUTREACH COORDINATOR

Organization: El Centro de Servicios Sociales

Location: Lorain, OH

Hours: Part-Time

Reports to: Associate Director

MAIN PURPOSE OF JOB

The Community Outreach Coordinator will facilitate activities to engage, promote, and activate stronger connections between community residents and key stakeholders within the El Centro service area. With input from the Associate Director and Executive Director, the Coordinator will develop and implement a comprehensive community outreach plan that will support residents and business owners in building the vibrancy and future outlook of the City of Lorain.

JOB OBJECTIVES

- Engage resident leaders to create and strengthen block clubs that implement neighborhood improvement projects and events
- Develop new opportunities for resident involvement and leadership, recruit volunteers, and provide opportunity for neighborhood and community development
- Conduct neighborhood assessments to determine community needs for quality of life improvements and additional or new services for El Centro or its partners and peers to provide to assist in meeting those needs
- Enlist, collaborate, and partner with other local social service agencies
- Lead efforts in community planning, particularly in the South Lorain neighborhood
- Assist in the assessment and creation of a plan for Pearl avenue
- Work with neighborhood schools, non profit, recreation centers, and community groups to support the establishment of Lorain neighborhood designations
- Attend relevant and host community meetings, participate in relevant councils, roundtables, and committees.
- Coordinate community organizing activities with real estate development efforts as needed and in coordination with the Housing Manager
- Promote El Centro programs and services to increase community awareness
- Attend staff, Board, and provider meetings to present client service updates
- Other duties as assigned by the Associate or Executive Director

BACKGROUND REQUIREMENTS

Level of education:	Bachelor's degree required In lieu of a degree, 5 years of community outreach experience will be considered
Job related formal training:	
Job related work experience:	Background in community organizing, legal, social, mental and physical health, youth, financial, or referral services is helpful
Other requirements:	Must be bilingual (conversant in Spanish) and bicultural Strong verbal and written communication skills Ability to work under deadline Flexible and able to change priorities as needed Ability to work some nights and weekends as needed Support El Centro's mission Comfortable speaking in front of large groups and making new connections Must have a valid Ohio Driver's License Knowledge of community resources is desirable <u>Computer Skills:</u> Basic knowledge of Microsoft Office Suite: MS Word, MS Excel, Internet, and E-mail <u>Interpersonal skills:</u> Sensitive to the needs of others, Must exhibit patience and compassion toward others <u>Other:</u> Must exhibit excellent organizational skills

Qualified applicants should submit cover letter and resume to Emanuel Pedraza at mpedraza@lorainelcentro.org by Friday February 9, 2018. Please note position could be filled by this date.

Please include Open CDC Position in the subject line.