

Unidad y Fe Ministry

91-06 Jamaica Ave.

Woodhaven, NY 11204

POSITION: Community Outreach Coordinator

Job Details:

Part-time position – 10-20 hours a week; \$17.00 per hour

This position is perfect for a college student looking to gain some extra income or someone looking to build their resume!

Job Description:

We are searching for a talented and professional community outreach coordinator to maintain all community outreach activities.

You will represent the organization and work with the management team to develop and implement initiatives that increase our visibility, presence, and connection within the surrounding community. You'll need to be **self-motivated**, **enthusiastic**, and **community-driven** to take on this role!

Responsibilities:

Maintaining a calendar of outreach activities, including

- community events,
- workshops,
- appearances, and other communication opportunities
- doing research on businesses and leaders within our community to help market our organization to them and build a partnership
- scheduling regular outreach exhibitions in the community,
- educating members on community responsibility
- assisting in the organization of special events, including
 - o donor/volunteer appreciation events and other fundraising initiatives as they become available

Requirements:

- Willing to learn and gain experience; previous experience preferred
- Be outgoing and personable, with a friendly, enthusiastic, and positive attitude
- Knowledge of social media and other basic marketing platforms
- Detail-orientated with the ability to manage multiple projects at a time