



**Friends of Herring Run Parks
Outreach Coordinator
Position Description**

Position Title: Outreach Coordinator, Part-time (20-25hrs per week), salaried, Exempt

Supervisor: Project Manager

Overview: The Outreach Coordinator will work at the direction of, and in collaboration with, the project manager to engage community residents through on-the-ground outreach/engagement activities, attendance at community meetings, phone calls, emails, and social media. The Outreach Coordinator will support a range of project management functions for FHRP and the Mapping Community Solutions, Lower Herring Run project including organizing and tracking partner information, sending out meeting notices, taking minutes at meetings, and following up as directed with partners. The position will require evening and weekend hours. The Outreach Coordinator will effectively support bilingual (Spanish) communications, either through being bilingual, or through engaging a consistent translation partner, to communicate effectively and engage meaningfully with the Spanish speaking population in the community.

Responsibilities:

1. Coordinate and promote planning activities with community residents and partners through in-person, on-the-ground outreach, electronic media, and social media networks.
2. Assemble and lead volunteer community outreach team
3. Attend local community meetings to engage with residents including neighborhood associations, churches, and public sector gatherings.
4. Conduct follow up activities with community residents including emails, texts, and letters.
5. Maintain partner list with contact information and update as needed.
6. Work with the project manager to compile data reports as needed.
7. Develop promotional materials for planning and educational events.
8. Assist in delivery of planning and educational events, including gathering supplies, securing locations and permits as necessary.
9. Other duties as assigned

Education and Work Experience

- Associate's degree in environmental science, public health, social work, education or related field.
- Four years of related work experience may be substituted or combined with educational experience to meet educational requirements
- At least 1 year community organizing experience

Requirements:

1. Highly organized, self-motivated, with work history that demonstrates capacity to thrive in hybrid environments
2. Demonstrated ability to take initiative and work both independently and collaboratively.
3. Experience with Google Drive, Microsoft applications, Facebook and Instagram.
4. Embrace diversity, equity, and inclusion.
5. Excellent communication/interpersonal skills (written and oral).
6. Energetic and enjoy working outdoors.
7. Understanding of historical contexts in working with diverse communities.

Preferred Requirements

8. Able to read, write, and speak Spanish.
9. Able to learn new software and online technologies, as needed.
10. Experience with CRM databases (Customer Relationship Management)

*Friends of Herring Run Parks is an equal opportunity employer and is committed to providing an inclusive and diverse work environment. We do not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factors. We are dedicated to fostering an environment free from discrimination, harassment, and retaliation, where all individuals are treated with dignity and respect. **We actively encourage and welcome applications from candidates of all backgrounds, perspectives, and experiences to join our team.***