



**Dustys' Fishing Well**



## Outreach Coordinator - Job Description

### **JOB SUMMARY:**

Dustys' Fishing Well/City EMT is committed to investing in communities by co-designing sustainable change and promoting equity and wellbeing across the lifespan. The position will provide the necessary support needed to implement full exposure of Dustys' Fishing Well/City EMT to our targeted community members. The work focuses on health equity initiatives in support of diverse, vulnerable, and historically disenfranchised populations and communities.

The Outreach Coordinator reports directly to the Program Director. The Outreach Coordinator will perform a variety of administrative activities for Dustys' Fishing Well/City EMT in collaboration with our team. The position is part-time, 20-29 hours per week with exact hours to be negotiated with the selected candidate. Although this is a hybrid position requiring both in-person and field work, the position also requires a more consistent availability for field work and in-person support for community outreach. In addition, some nights and weekends are required based on the promotional needs.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Coordinating and managing outreach events and activities
- Creating and distributing outreach materials such as brochures, flyers, and newsletters
- Utilizing social media platforms to enhance outreach efforts
- Monitoring and evaluating the effectiveness of outreach campaigns
- Preparing and presenting monthly outreach reports to management
- Collaborating with internal teams to align outreach strategies with organizational goals
- Other duties as assigned

### **II. General Conduct**

- Displays an attitude and behavior that reflects the organization's mission
- Displays a positive and professional approach toward staff and community members and consistently works in a collaborative manner
- Values diversity and actively contributes to a respectful and inclusive work environment
- Works well independently, including in a virtual environment and with initiative and efficiency
- Has demonstrated ability to organize, plan, and prioritize work and makes efficient use of time and resources
- Is comfortable with learning and utilizing new software and digital tools
- Has excellent communication and interpersonal skills

- Communicates openly and effectively with supervisors, staff, community organization personnel, community stakeholders, community members
- Works well under pressure

### **Education and Experience Requirements:**

- Demonstrated desire to work with issues related health and the social and built environment
- Demonstrated leadership and project support skills
- Proficient Skill Level of Knowledge in: Computers (Outlook/Microsoft Office/Web-based platforms: Dropbox, Google Suite, etc.)
- Written and verbal communication
- Digital and/or Social Media Engagement
- Experience in outreach, community engagement, or public relations
- Proficiency with social media and digital marketing tools
- Strong organizational and project management skills
- Ability to work independently and as part of a team
- Experience working with diverse populations
- Knowledge of the organization's mission and programs
- Excellent written and verbal communication skills
- Flexibility to work evenings and weekends as needed
- Strong interpersonal and communication skills
- Ability to create and manage outreach materials
- Experience planning and coordinating events
- Proficiency in Microsoft Office Suite and other relevant software
- Ability to manage multiple projects simultaneously
- Attention to detail and strong organizational skills
- Ability to analyze data and evaluate outreach efforts
- Familiarity with the community or target audience
- Problem-solving skills and ability to adapt to changing situations

### **Physical Demands**

- Ability to: Conduct fieldwork requiring an independent form of transportation to all areas within the San Francisco Bay Area is necessary for this position.
- Commute independently to and from work punctually, including to community meetings and events
- Effectively work in a virtual environment through computer-based work

### **Compensation and Benefits**

- Base rate part time salary of \$20.00 - \$23.00 per hour, commensurate with experience
- Part-time employees are eligible for sick pay, holidays, paid time off, and enrollment in the organizations 401K plan.

Consistent with Dustys' Fishing Well/City EMT values in diversity, equity, and inclusion, the team seeks to build a vibrant organization where all individuals, regardless of background, can feel valued and contribute fully to the mission. In accordance, Dustys' Fishing Well/City EMT does not discriminate on the basis of race, color, religious creed, national origin, ancestry, sex, sexual orientation, age, genetic information, military service, or disability.