
Community Outreach Coordinator

Overview

With continued growth of community requests and restructure of staff duties, UWOC has determined there is a need to hire a part-time Community Outreach Coordinator. At this time, the position will be an Independent Contractor.

Job Responsibilities

- Create and implement an annual outreach plan based on strategic goals and annual calendar, and organizational objectives
- Track community outreach contacts/conversations by documenting and maintaining data for community needs
- UWOC representative at Community Events
 - Connect with attendees and volunteers for base building and education purposes
- Attend City Council Meetings with Community Members
- Develop and manage the Mutual Aid Program
- Maintain calendar of events for outreach activities
- Distribute event information to local businesses to raise awareness
- Develop outreach material

Specifics

All stipends are based on fulfilling contraction requirements, although, we figure the typical time commitment for successful completion of project requirements is about 10-15 hours per week. Number of hours and IC status will be reassessed in 60-90 days.

Email your resume and interview availability to info@unitedwoc.org with the title of this opportunity "Community Outreach Coordinator" in the subject line.