

MEXICAN AMERICAN UNITY COUNCIL, INC.
JOB DESCRIPTION

POSITION TITLE: Part Time Community Outreach Coordinator

DEPARTMENT: Community Services

PROGRAM: Family Strengthening Programs

REPORTS TO: Program Manager

NATURE OF WORK

This individual is responsible for teaching and monitoring classes for the Family Strengthening Programs (FSP), aid in the recruitment of clients and monitor Facilitator's and program's progress towards reaching attendance goals.

DUTIES AND RESPONSIBILITIES:

1. Provides support and assistance to all program Facilitators including Co-Facilitators, interns and volunteers.
2. Responsible for teaching FSP program classes.
3. Provides supportive outreach to active clients.
4. Responsible for working with youth and teaching established curriculum.
5. Works with collaborative agencies and contracted personnel.
6. Will be responsible for keeping accurate records and documentation of attendance rates.
7. Monitors Facilitator's teaching methods and makes recommendations.
8. Monitors participant tracking and follow-up methods.
9. Provides advocacy for FSP clients with information, assistance with applications and referrals.
10. Helps coordinate Facilitator trainings.
11. Performs other duties as assigned.

REQUIREMENTS OF WORK:

1. Must have the ability to communicate effectively with personnel, clients, and collaborative agencies.
2. Must have complete working knowledge of community resources.
3. Must provide his/her own transportation and a valid driver's license.
4. Flexible work schedule

EDUCATION/EXPERIENCE/SKILL

1. Associates/ BA. in Behavioral Science or related field (Required)
2. 2-4 year's experience
3. Bilingual required (fluent in English and Spanish)
4. Computer literate, word processing, typing 55 WPM required.

ACKNOWLEDGMENT

I acknowledge that I have reviewed the job description for the position of Outreach Coordinator and have received a copy.

Employee's Name (Typed)

Employee's Signature

Date reviewed by Employee