



POSITION TITLE:	Outreach Coordinator
WORK SCHEDULE:	Up to 30-hours, daytime, evenings, some weekends
COUNTY:	Fresno and Madera Counties
OFFICE LOCATION:	Fresno, CA
SUPERVISOR:	Program Manager / Program Director
SALARY:	\$18.50/ hourly
TYPE:	Regular, Part-time

Agency Overview:

For more than 50 years, Big Brothers Big Sisters (BBBS) of Central California has operated under the belief that inherent in every child is the ability to succeed and thrive in life. BBBS makes meaningful, professionally supported matches between volunteers (Bigs) and youth (Littles), ages 6 through 18. We develop positive relationships that have a direct and lasting effect on the lives of young people.

Program Overview:

This position works with our Community Based Mentoring (CBM) Program. CBM is the traditional mentoring program. Our adult volunteers work with youth in their local community by spending time one-to-one in a professionally supported mentoring relationship called a match. Volunteers are called "Bigs" and the youth enrolled are called "Littles." In their match, they build a friendship through outings in their community and spend 2-4 times a month on these outings.

Qualifications:

Minimum Bachelor's degree from an accredited institution in social services or related field preferred. Assessment and relationship development experience with child and adult populations; understanding of child development and family dynamics of diverse populations. Knowledge of county/community for which the applicant is applying for. Proficiency in Microsoft Office, Outlook, and Excel. Must have a vehicle, valid driver's license and meet state required automobile insurance minimums. Experience working with database systems is a plus. Bilingual in English and Spanish preferred.

Position Summary:

This position is responsible for recruiting volunteers and families, community outreach, community awareness, and engaging with potential Bigs, Littles and families. The Outreach Coordinator works closely with the Enrollment Specialist to provide informational orientations to parent/guardians and potential volunteers. In addition, this position may conduct intake interviews and complete assessments of a potential family, child and/or volunteer. The successful candidate will work with CBM department staff to provide monthly program events to keep Bigs, Littles and families engaged in the program. These events will be planned and executed by the successful candidate. In all positions, child safety must be placed as top priority.

Required Skills and Abilities:

- Excellent oral and written communication skills, reflecting solid customer service both in-person and over the telephone
- Strong public speaking and public relations ability
- Strong organizational, problem-solving, and general office skills
- Knowledge of marketing and promotion
- Relate well in multicultural environments and working with diverse populations
- Maintain confidentiality throughout daily operations
- Ability to form and sustain appropriate child and volunteer-based relationships based on positive youth development and volunteer satisfaction
- Ability to collaborate and engage with agency program staff and community partners
- Ability to use time effectively and work independently as well as in a team
- Ability to adapt and work in a fast past environment and focus to detail
- Ability to collect meaningful data for targeted recruitment, program evaluation and networking

Work Environment:

Routine office environment with occasional events outside of the office. Flexible working hours to meet the needs of the agency, with hours likely to be between 8 AM to 7 PM and some weekends. Fast-paced work environment. Must be able to lift 50 lbs. Must be able to travel to local communities and neighborhoods for outreach. Business casual attire.

Compensation:

Compensation per hour as stated in description. Mileage for work-related business travel will be compensated at the current federal rate. Cell phone stipend for use of personal phone to conduct business calls, texts, and emails. Generous amount of paid time off accrued. Life insurance coverage.

**Email cover letter and resume to info@bigs.org
Subject matter: Outreach Coordinator – Fresno/Madera Counties**

For more information contact:

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