

Job Title: ***Youth Support Specialist***
Reports To: Program Manager, Inland Coalition
FLSA Status: Non-Exempt



Position Description

The Youth Support Specialist (YSS) will conduct recruitment, advertising and outreach to Out of School youth in the Rialto, Fontana, and Unincorporated portions of San Bernardino County to offer services to prepare youth for entry level positions in the health field. YSS works together with the Program Manager and Director to oversee the coordination, administration and evaluation of all aspects of an ongoing workforce development program including planning, organizing, and leading program activities. The position provides professional and cultural expertise for those working with students who have not been successful in the traditional secondary school and knowledge of a variety of supportive programs that can benefit youth.

Essential Functions

Leadership

- Collaborate with community agencies to continually improve outcomes for participants by utilizing appropriate training, and supportive services.
- Ensure that appropriate assessments and evaluation tools are being utilized and an appropriate curriculum is being implemented to meet the needs of students.
- Ensure compliance with program policies, funding requirements, goals, and objectives.

Community Outreach

- Build and maintain a professional working relationship with all WIOA personnel, and collaborating partners
- Recruit program participants from various sites, such as schools, clinics, TAY Centers, community centers, Family Resource Centers, group homes, probation day reporting centers, and anywhere children and youth live and congregate.
- Enroll Out of School Youth (OSY) to participate in the program, oversee assessments, and create an Individual Service Strategy for each OSY.
- Ensure implementation of all components of the program design
- Attend, host, lead and facilitate community-level meetings (day and evening) as well as other meetings related to obtaining contract/project goals.
- Oversee and deliver the implementation of the Leadership Curriculum, Workforce Prep curriculum; and other trainings as needed.
- Coordinate program activities with collaborative partners and actively identify and recruit new community partners.
- Represent the agency at all collaborative meetings as requested.

Administration

- Prepare written documents which may include: reports to funders, charting, procedures, brochures, and information bulletins for dissemination with clearly organized thoughts, using proper sentence construction, punctuation, and grammar.
- Maintain and submit all agency operational forms, appropriate documentation, records and reports in a timely manner.

Reviewed: April 2016

Miscellaneous

- Follow all Reach Out and County codes of conduct and personnel policies as outlined in the Employee Handbook.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Supervisory Requirements

- The position reports directly to the Program Manager and does not have supervisory responsibilities.

Educational Requirements

- Required: a minimum of a Bachelor's degree with two years' experience workforce development and/or youth development case management; or
- Preferred: Master's degree in counseling, career counseling, Pupil Personnel Services credential.

Experience

Preferred:

- Background in Youth Development
- Experience in working with out-of-school youth in WIA/WIOA workforce development outreach and procedures
- Experience in curriculum development, classroom teaching, or knowledge of community and school-based instruction.

Licenses and Certifications

- *Valid California Driver's License is required*
- *Must maintain insurance on vehicle*

Additional Qualifications

To perform this job successfully, an individual should have the following general knowledge

- Required: ability to pass drug test and criminal background check (DOJ)
- Preferred: Bilingual and bi-cultural Spanish/English
- Ability to articulate knowledge of motivational interviewing.
- Ability to interact, teach/guide and relate well with students and their families from a variety of different lifestyles, backgrounds and ethnicities.
- Ability to work various hours including weekends and evenings
- A sensitivity and interest in diversity is required as is the ability to work in a collaborative manner with many different cultures and families from various socio-economic levels.
- Must have strong organizational skills, be able to communicate effectively and be willing to work as part of a team, yet independently on one's own responsibilities.

Reviewed: April 2016

- Must display a non-judgmental, non-punitive and sympathetic approach to parenting.
- Knowledgeable in Microsoft Office including Word, Outlook, Excel, and PowerPoint

Knowledge Requirements

To perform the job successfully an individual should demonstrate the following competencies:

- **Client Service** - Anticipating and responding to needs and demands of clients (both internal and external).
- **Computer Use** -Using computers and other forms of technology.
- **Document Use** -Finding, understanding or entering information (e.g. text, symbols, numbers) in various types of documents, such as tables or forms.
- **Teamwork/Cooperation**-Readily sharing information, knowledge and personal strengths. Seeking to understand and building on differing perspectives of others to enhance team efficiency and quality outcomes.
- **Values and Ethics** - Serving the Company with integrity and respect in personal and organizational practices. Includes respecting democratic, professional, ethical and people values. Building respectful, bilingual, diverse and inclusive workplaces. Ensuring decisions and transactions are transparent and fair. Holding themselves, their employee and their department accountable for their actions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to adequately perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving multiple concrete variables in standardized situations.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit; stand, walk and use their hands to complete various tasks. The employee is occasionally required to react quickly with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is infrequently exposed to extreme outside weather conditions. The employee is infrequently exposed to wet and/or humid conditions. On occasion the employee could be exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate as found in an office environment.

To apply, please send your resume to jobs@we-reachout.org. No phone calls please.

Job Title: Project Support Specialist
Reports To: Program Director
Job Type: Full-Time
FLSA Status: Non-Exempt



The Project Support Specialist position is a confidential administrative position which directly supports a Program Director and also works collaboratively with other programs within the agency.

Administrative Tasks

- Utilizes well developed organizational skills, and attention to detail to handle multiple tasks and is able to prioritize assignments
- Writes and edits formal business documents and maintains department files.
- Coordinates various administrative projects from beginning to end.
- Performs extensive computer work utilizing Word, Excel, Outlook mail, calendars, and PowerPoint to create flyers, brochures and other documents as needed
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains security by following procedures; monitoring visitors as they enter the building and/or alerting management of potential issues.
- Helps with mailings, copying, local shopping and general office duties as needed.

General Office

- Welcomes visitors by greeting, directing and escorting them to meeting area
- Maintains employee and department directories and lists
- Operates telecommunications system by following agency guidelines on answering the phone, transferring calls, and taking messages.
- Maintains a safe and clean reception and employee break room by complying with procedures, rules, and office norms.
- Ensures resources at counter and kiosk are fully stocked.
- Maintain and order office supplies as needed.

General Duties

- Assist with the design, manufacture, and distribution of all media outreach, messages, publications, and communications campaigns.
- Coordinate program activities with collaborative partners and assist in identifying participants for projects.
- Represent the agency at collaborative meetings involving related projects as assigned.
- Attend trainings, monthly staff meetings & agency-approved workshops, conferences and conventions.
- Research grant and contract opportunities that match the mission, goals and objectives of the agency.
- Perform research needed to complete grant applications and gather information from staff.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Supervisory Requirements

The position reports directly to the Program Director and has no supervisory functions.

Educational Requirements

Required : AA or higher Degree from an accredited college or university with some background in business, education, health, or policy.

Preferred : Bachelor's degree (B. A.) from a four-year accredited college or university;
A combination of education and work experience may be substituted and will be considered.

Experience:

Required : A minimum of 1 year experience working in an office environment

Preferred :2-3 years of administrative experience

Licenses and Certifications.

- Valid California Driver's License is required
- Must maintain insurance on vehicle

Additional Qualifications

To perform this job successfully, an individual should have the following general knowledge

- **Preferred** : Bilingual Spanish/English
- **Required** : Ability to work flexible hours including nights and weekends
- Excellent organizational and interpersonal skills.
- Able to communicate clearly and diplomatically, both in person and in writing.
- Able to communicate well with internal and external clients of diverse racial/ethnic backgrounds and key stakeholders such as elected officials, non-profit leaders, government representatives, health care administrators, religious and community leaders, to mention a few.
- Self-motivated, proactive, resourceful, and interested in learning.
- Good team member and able to foster collaboration with staff and volunteers.
- Knowledge of the functionality of a non-profit organization.

Knowledge Requirements

To perform the job successfully an individual should demonstrate the following competencies:

- **Creative Thinking**- Discovering new opportunities and solutions for problems by looking beyond current practices and using innovative thinking.
- **Engagement** - Mobilizing people, organizations and partners in developing goals, executing plans and delivering results. Laying the groundwork for success by building coalitions with key players and building momentum by communicating clearly and consistently. Using negotiation skills and adaptability to encourage recognition of joint concerns, collaboration and to influence the success of outcomes.
- **Innovation/Initiative** - Using information from a variety of sources, identifying immediate action needed to address current issues, seizing the opportunity to enhance performance and advance horizontal/vertical goals. Attending to imminent issues while maintaining an awareness of emerging opportunities.
- **Relationship/Network Building** - Building and maintaining effective and constructive working relationships, partnerships or networks of contacts with people who are, or might someday be, instrumental in achieving work-related goals.

- **Teamwork/Cooperation-** Readily sharing information, knowledge and personal strengths. Seeking to understand and building on differing perspectives of others to enhance team efficiency and quality outcomes.
- **Values and Ethics** - Serving the Company with integrity and respect in personal and organizational practices. Includes respecting democratic, professional, ethical and people values.

QUALIFICATIONS

To perform this job successfully, an individual must be able to adequately perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit; stand, and walk and use their hands to complete various tasks. The employee is occasionally required to react quickly with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move 10 – 30 pounds, and occasionally move 30-40 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is infrequently exposed to extreme outside weather conditions. The employee is infrequently exposed to wet and/or humid conditions. On occasion the employee could be exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate as found in an office environment.

To apply, please send your resume to jobs@we-reachout.org. No phone calls please.

Job Title: **Inland Coalition Outreach Specialist**
Reports To: Program Manager of Inland Coalition
FLSA Status: Non-Exempt



Position Description

Outreach Specialist shall serve as a liaison between schools with health pathways to implement Work based Learning (WBL) activities for students enrolled in health pathways and/or health academies. Specialist will conduct outreach to health industry entities for purposes of employer engagement through Inland Coalition Nexus Group, and will work as a member of the Inland Coalition team on events, program planning and implementation, and other duties that lead towards building a seamless health professions pipeline in Inland Southern California.

Essential Functions

To perform this job successfully, an individual must be able to adequately perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Outreach to health related entities with the purpose of employer engagement in Work Based Learning (WBL) and other health pipeline partnerships/initiatives
- Present the various WBL activities of the Inland Coalition with both teachers and employers
- Provide assistance/consultation to teachers and other school site staff for implementation, and make suggestions of Work Based Learning activities appropriate for pathway development.
- Develop business contacts to engage in the work of Inland Coalition Nexus Groups
- Facilitate WBL activities for health pathways (i.e. guest speakers, health site visits, internships, etc.)
- Assist students and institutions to meet requirements for students to participate in internships/job shadowing (i.e. TB tests, live scan, HIPPA Training, etc.)
- Prepare written documents, which may include: flyers, procedures, information bulletins, letters, program reports, press releases, and emails with clearly organized thoughts, using proper sentence construction, punctuation, and grammar.
- Assist in preparation and attend monthly Nexus meetings and other meetings as assigned.
- Monitor and verify target goals continually.
- Travel to various health related locations in the Inland Southern California region; prepare and deliver presentations to increase business and community participation; Provide presentations at meetings to overview WBL programs
- Compile information and prepare and maintain a computerized data base related to WBL and Nexus contacts
- Attend and participate in a variety of assigned conferences, workshops, committees, meetings and special events.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Supervisory Requirements

- This position reports directly to the Program Manager of the Inland Coalition

Educational Requirements

- Required: Bachelor's degree or equivalent combination of education and experience

Experience

- Minimum one to two years' experience in community outreach, preferably within workforce development or other related position.

Licenses and Certifications

- *Valid California Driver's License is required*
- *Must maintain insurance on vehicle*

Additional Qualifications

To perform this job successfully, an individual should have the following general knowledge

- Required: ability to pass drug test and criminal background check (DOJ/FBI), and provide up-to-date TB test.
- Possess a valid driver's license and automobile insurance.
- Preferred: Bilingual Spanish/English
- Required: Flexible schedule allowing for evening and weekend community engagement events and meetings
- Required: Proficiency with Microsoft Office – Word, Outlook, PowerPoint, Excel
- Excellent organizational and interpersonal skills.
- Self-motivated with the ability to communicate well with community members of diverse racial/ethnic backgrounds.
- Able to communicate clearly and with care, both in person and in writing, with proper grammar, and ability to write in a compelling and concise manner.
- Proactive, resourceful and interested in learning.
- Good team member and able to foster collaboration with staff and volunteers.
- Knowledgeable or interested in learning how to engage community members in health education and advocacy.
- Demonstrated ability to communicate well with colleagues, supervisors and clients.

Knowledge and Ability Requirements

To perform the job successfully an individual should demonstrate the following competencies/abilities:

- **Client Service** - Anticipating and responding to needs and demands of clients (both internal and external).
- **Change Management & Leadership** -Instilling, implementing and dealing with change, challenges and ambiguity while also balancing the need for change with the need for continuity. Includes delivering the message of change and creating an environment that inspires people to change.
- **Communication** - Using language as a flexible tool to share and collect information, exchanging ideas and openly exploring a variety of perspectives adjusting style and content to each unique individual, audience and circumstance.
- **Computer Use** -Using computers and other forms of technology, including proficiency in Microsoft Office.
- **Document Use** -Finding, understanding or entering information (e.g. text, symbols, and numbers) in various types of documents, such as tables or forms.

Reviewed: April 2016

- **Teamwork/Cooperation**-Readily sharing information, knowledge and personal strengths. Seeking to understand and building on differing perspectives of others to enhance team efficiency and quality outcomes.
- **Values and Ethics** - Serving the Company with integrity and respect in personal and organizational practices. Includes respecting democratic, professional, ethical and people values. Building respectful, bilingual, diverse and inclusive workplaces. Ensuring decisions and transactions are transparent and fair. Holding themselves, their employee and their department accountable for their actions.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- **Reasoning Ability** - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Mathematical Skills** - Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- **Physical Demands** - While performing the duties of this job, the employee is frequently required to sit; stand, and walk and use their hands to complete various tasks. The employee is occasionally required to react quickly with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
- **Work Environment** - While performing the duties of this job, the employee is infrequently exposed to extreme outside weather conditions. The employee is infrequently exposed to wet and/or humid conditions. On occasion the employee could be exposed to fumes or airborne particles. The noise level in the work environment is usually moderate as found in office and community environments.

Reach Out is an **Equal Opportunity Employer**. Reach Out does not discriminate on the basis of race, color, creed, national origin, gender, sexual orientation, marital status, disability or age.

To apply, please send your resume to jobs@we-reachout.org. No phone calls please.

Job Title: Media Specialist
Reports To: Program Director
Job Type: Full-time
FLSA Status: Non-Exempt



Position Description
Media Specialist

The media specialist is responsible for media and marketing activities consistent with the mission, vision and values of Reach Out.

The media specialist is responsible for media and marketing activities consistent with the mission, vision and values of Reach Out.

Essential Functions

- Design, manufacture, and distribution of media outreach, messages, publications, and communications campaigns related to Reach Out's activities, its collaboratives, and special
- Oversee the design and maintenance of the organizations brand, including the website, marketing materials, and social media
- Cultivate strong media relationships with print, broadcast and radio outlets through strategic outreach and media planning.
- Support annual and signature events such as conferences and regional forums. Attend agency-approved workshops, conferences and conventions related to this
- Coordinate media and marketing activities with staff and collaborative
- Represent the agency at all collaborative meetings involving related projects and
- Attend and participate in professional and community meetings to recruit interested parties for engagement in community coalitions
- Make effective presentations
- Participate in fund-raising
- Ability to work nights and weekends as needed

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Supervisory Requirements

The position reports directly to the Program Supervisor and has no supervisory functions.

Educational Requirements

- Preferred: Bachelor's degree (B. A.) from a four-year college or university in marketing, public relations, graphic design or related field; Two years of related experience and/or training; or equivalent combination of education and experience may be substituted.

Experience

- Preferred: Two (2) years' experience in marketing for a non-profit.

Licenses and Certifications.

- *Valid California Driver's License is required*
- *Must maintain insurance on vehicle*

Additional Qualifications

To perform this job successfully, an individual should have the following general knowledge

- Proficient in Adobe Creative Suite and Microsoft Office
- Knowledgeable in Microsoft Office including Word, Outlook, Excel, Publisher and PowerPoint

Knowledge Requirements

To perform the job successfully an individual should demonstrate the following competencies:

- **Client Service** - Anticipating and responding to needs and demands of clients (both internal and external).
- **Computer Use** - Using computers and other forms of technology .
- **Creative Thinking**- Discovering new opportunities and solutions for problems by looking beyond current practices and using innovative thinking.
- **Document Use** - Finding, understanding or entering information (e.g. text, symbols, numbers) in various types of documents, such as tables or forms.
- **Project Management**- The discipline of planning, organizing, and managing resources to bring about the successful completion of a specific project.
- **Teamwork/Cooperation** - Readily sharing information, knowledge and personal strengths. Seeking to understand and building on differing perspectives of others to enhance team efficiency and quality outcomes.
- **Values and Ethics** - Serving the Company with integrity and respect in personal and organizational practices. Includes respecting democratic, professional, ethical and people values. Building respectful, bilingual, diverse and inclusive workplaces. Ensuring decisions and transactions are transparent and fair. Holding themselves, their employee and their department accountable for their actions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to adequately perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving multiple concrete variables in standardized situations.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit; stand, and walk and use their hands to complete various tasks. The employee is occasionally required to react quickly with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is infrequently exposed to extreme outside weather conditions. The employee is infrequently exposed to wet and/or humid conditions. On occasion the employee could be exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate as found in an office environment.

To apply, please send your resume to jobs@we-reachout.org. No phone calls please.

Job Title: Coordinator, Inland Coalition
Part-time Riverside County
Reports To: Program manager
FLSA Status: Non-Exempt



Position Description
Coordinator, Inland Coalition

The Coordinator works with new and existing Nexus Groups by facilitating progress on goals and objectives set by each group, building membership, and communicating with existing members to increase participation. The Coordinator will be responsible for coordination of meetings, setting agendas, and bringing relevant speakers to the meetings.

The Coordinator will also be responsible for the facilitation of Work Based Learning projects, partner engagement, and general responsibilities under the Inland Coalition.

Essential Functions

Leadership

- *Provide leadership for the Inland Coalition Nexus Groups*
- *Implement contracts and grants and ensure compliance with program policies, goals, and objectives.*
- *Support the facilitation of Work Based Learning piloted or promoted through the Inland Coalition Community Outreach*
- *Engage, motivate and coordinate work with health education and workforce partners to support the goals of Inland Coalition.*
- *Attend, host, lead and facilitate Nexus meetings (day and evening) and follow-up with action items, as well as meetings related to contract/project goals.*
- *Attend health fairs and events representing Inland Coalition and promote its efforts.*
- *Maintain communication links between community members and partners.*
- *Oversee the design, manufacture, and distribution of media outreach, messages, publications, and communications campaigns related to the Inland Coalition*
- *Coordinate program activities with collaborative partners and assist in identifying participants for projects.*
- *Represent the agency at all collaborative meetings involving related projects.*

Fiscal

- *Provide assistance in the writing and submission of foundation, corporate and government grant proposals related to the Inland Coalition.*

Administrative

- *Track and compile documentation for contracts/projects including entries into state and federal databases, activity tracking, and submission of progress reports.*
- *Support the Inland Coalition Director with administrative and meeting preparation assistance as needed.*
- *Maintain all agency operational forms and program evaluations in a timely manner (Daily Time Sheet, Mileage, funder-required reports, etc.).*

Professional Development

- *Attend agency-approved workshops, conferences and conventions related to this position.*
- *Attend all agency training sessions and staff meetings.*

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Supervisory Requirements

- The position reports directly to the Director of the Inland Coalition.

Educational Requirements

- Bachelor's degree or equivalent combination of education and experience

Experience

- One to two years' experience in a related position

Licenses and Certifications.

- Valid California Driver's License is required
- Must maintain insurance on vehicle

Additional Qualifications

To perform this job successfully, an individual should have the following general knowledge

- Required: ability to pass drug test and criminal background check (DOJ)
- Preferred: Bilingual Spanish/English
- Required: Flexible schedule allowing for evening and weekend community engagement events and meetings
- Required: Proficiency with Microsoft Office – Word, Outlook, PowerPoint, Excel
- Excellent organizational and interpersonal skills.
- Self-motivated with the ability to communicate well with community members of diverse racial/ethnic backgrounds.
- Able to communicate clearly and with care, both in person and in writing, with proper grammar, and ability to write in a compelling and concise manner.
- Proactive, resourceful and interested in learning.
- Good team member and able to foster collaboration with staff and volunteers.
- Knowledgeable or interested in learning how to engage community members in health education and advocacy.
- Demonstrated ability to communicate well with colleagues, supervisors and clients.

Knowledge Requirements

To perform the job successfully an individual should demonstrate the following competencies:

Client Service - Anticipating and responding to needs and demands of clients (both internal and external).

Change Management & Leadership -Instilling, implementing and dealing with change, challenges and ambiguity while also balancing the need for change with the need for continuity. Includes delivering the message of change and creating an environment that inspires people to change.

Communication - Using language as a flexible tool to share and collect information, exchanging ideas and openly exploring a variety of perspectives adjusting style and content to each unique individual, audience and circumstance.

Computer Use -Using computers and other forms of technology.

Document Use -Finding, understanding or entering information (e.g. text, symbols, numbers) in various types of documents, such as tables or forms.

Teamwork/Cooperation-Readily sharing information, knowledge and personal strengths. Seeking to understand and building on differing perspectives of others to enhance team efficiency and quality outcomes.

Values and Ethics - Serving the Company with integrity and respect in personal and organizational practices. Includes respecting democratic, professional, ethical and people values. Building respectful, bilingual, diverse and inclusive workplaces. Ensuring decisions and transactions are transparent and fair. Holding themselves, their employee and their department accountable for their actions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to adequately perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit; stand, and walk and use their hands to complete various tasks. The employee is occasionally required to react quickly with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is infrequently exposed to extreme outside weather conditions. The employee is infrequently exposed to wet and/or humid conditions. On occasion the employee could be exposed to fumes or airborne particles. The noise level in the work environment is usually moderate as found in an office environment.

To apply, please send your resume to jobs@we-reachout.org. No phone calls please.