



JOB TITLE: Outreach Coordinator

JOB SUMMARY: Reporting directly to the Executive Administration Manager, the coordinator will be responsible for developing, implementing, and monitoring Peace At Any Pace's (PAAP) outreach activities to build awareness of programs currently provided and any upcoming programs that are being developed, and to support ongoing enrollment. Additionally, assist in outreach communications; including drafting letters of inquiry, follow-up and proposals for collaboration between organizations.

RESPONSIBILITIES AND DUTIES:

- Develop, implement, and monitor community outreach plans, including measurable outcomes and objectives.
- Collaborate with lead program staff to support individual program outreach goals.
- Develop and maintain professional and positive working relationships with community partners, and providers to build awareness of PAAP and to increase PAAP's impact across a variety of generational arenas.
- Work with PAAP leadership to identify, strengthen, and cultivate opportunities for expanded community partnerships.
- Organize, attend, and present at non-profits, public and private spaces, neighborhood and community settings in order to connect with eligible families and providers who may benefit from PAAP's program resources.
- Assist in creating and editing content for external distribution, including email, newsletter, website, and social media campaigns that support program outreach goals.
- Prepare and update program outreach materials, including presentations, flyers, and other collateral.
- Perform other duties as assigned.

KNOWLEDGE AND SKILLS REQUIREMENTS:

- Minimum of 4+ years related experience in program outreach.
- Bachelor degree in Communications or other related field. (preferred)
- Demonstrated experience successfully planning and managing an outreach portfolio that includes multiple projects and deliverables.

- Proficiency in MS Office Suite and Google Drive documents. Some knowledge of organizational software; Notion, Asana, etc. Adept in learning new technologies and software.
- Exceptional attention to detail and accuracy.
- Well-organized and able to self-manage competing priorities.
- Excellent interpersonal skills, flexible and collaborative; ability to work effectively with all levels of staff, supporters, and community members.
- Ability to exercise discretion and good judgment at all times.
- Experience working with African Diasporic movement or social justice organizations.
- Passion to support the mission and vision of Peace At Any Pace.

WORKING CONDITIONS: This is a part time, hourly, remote contract position.

SALARY: Pay: \$23.00 - \$27.00 per hour

Visit www.peaceatanypace.org to find out more about our necessary and meaningful offerings to our communities.

www.peaceatanypace.org

Tel: 510-684-1104

info@peaceatanypace.org