



Kennedy Heights Community Center

Adult Outreach Coordinator

Position Details

- 0.75 FTE, 30 hours per week
- \$20.00 per hour, paid biweekly
- Paid time off including sick leave, vacation and holiday pay; retirement contribution match—After grace period.
- Regular onsite office hours are expected; weekly schedule to be approved by supervisor
 - Work until 7 PM once per week (sometimes until 7:30 to clean and properly close after an event)
- Work 1-3 Saturday shifts per year (typically between 11AM-2PM—Exact dates TBD—Whichever date works best for the Team)
- Work two Block Parties per year (one in Summer and the other in the fall—Exact dates TBD—Whichever date works best for the Team)
- Join two Center Fundraisers per year One in the Spring and the other in the fall (Exact dates TBD—Whichever date works best for the Team)
- Supervised by Executive Director

Position Summary

The Adult Outreach Coordinator engages the community and partners in providing resources, support all adult programs and activities and translation in the areas of housing, employment, transportation, healthcare, childcare and food security for families of Asian heritage at Kennedy Heights.

Qualifications

- The Ideal candidate will have either of the following
 - Human Services Associate Degree
 - 1-3 years of experience working with adults and older adults providing services and resources
- Must be able to work well with people from all cultures and backgrounds.
- Skill in maintaining accurate records.
- Ability to perform duties accurately and in a timely manner.
- Ability to provide superior customer service.
- Ability to communicate effectively both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to work in a team environment.
- Well-developed organization skills with attention to detail.
- Ability to maintain regular, punctual attendance.
- Must have a valid driver's license.

Job Responsibilities

Basic Requirements

- Work with all adults in the community in collaboration with the Executive Director (ED).

- Help organize 6-8 community engagement and education events in collaboration with the ED.
- Assist with community outreach and engagement.
- Attend Center Staff meetings.
- Assist with Food Pantry Deliveries and Needs Assessment.
- Attend at least 2 after hours adult events per month.
- Enter hours for payroll on Gusto (will receive training).
- Utilize Google Workspace tools like Gmail, Google Drive, Google Calendar, Google Docs and Sheets (training provided).

Direct Programming

Program Development & Implementation

- Plan and implement community center programs for adults focused in the Asian community.
- Develop evaluation tools and assess the effectiveness of each program.
- Participate in program-related grant-writing.
- Coordinate outreach for the Asian community.
- Provide community referrals to households who need services.
- Provide delivery and transportation to residents for needed services.

Documentation

- Maintain documentation of daily activities in accordance with reporting requirements.
- Complete and submit reporting as required by funders such as the city quarterly reports.
- Enter all planned events and activities on the google calendar.
- Inform team members of planned events and partnerships and collaboration.

Relationship Building

- Assist the Executive Director in assessing the needs of the families in the community.
- Maintain ongoing working relationships with Meridian staff.
- Coordinate the program with other community agencies offering services that our families will benefit from.

Facility and vehicles

- Report any facility damage to the Executive Director.
- Report needed supplies to the Office Manager.
- Lock and check all windows and doors before leaving.
- Complete vehicle safety checklist and mileage log before and after usage.

Additional collaborative work with the staff

Program Oversight

- Help recruit, train and supervise volunteers as needed.
- Alert ED of any possible community partnerships
- Alert Ed of any possible funding opportunities

Communications & Fundraising

- Assist ED in the development and distribution of the resident newsletter.
- Provide translation for external communications when appropriate.

If interested, please email your resume to Elsa Caetano: director@khcommunitycenter.org