



JOB ANNOUNCEMENT

TITLE: Community Outreach Specialist

ACCOUNTABILITY: Senior Program Manager

A. FUNCTION

Nile Sisters Development Initiative (NSDI), a non-profit public charitable organization is seeking a part-time Community Outreach Specialist. Reporting to the Senior Program Manager or their designee, the incumbent will be responsible for peer navigation and community health outreach program.

B. DUTIES and RESPONSIBILITIES (Below functions are not exhaustive and may be altered by Leadership to the extent it aligns with the position.)

1. Conduct outreach to, orient, and enroll participants in peer navigation program.
2. Manage referrals and provide culturally proficient services/case management to program participants (attend to diverse needs including but not limited to language needs, etc.)
3. Plan and participate in professional development, needs assessment, planning, and evaluation of peer navigation program.
4. Maintain accurate and complete records of important documents and data.
5. Identify resources available through community programs and services for program participants.
6. Coordinate annual community education and outreach events that support the successful engagement of refugee and newcomer families.
7. Coordinate meetings with key stakeholders.
8. Promote program through various outlets, including presentations, etc.
9. Support the leadership team with the maintenance of existing and prospective partners.
10. Perform other duties as assigned by the Senior Program Manager or their designee.

C. REQUIREMENTS OF QUALIFIED CANDIDATES

1. Willingness to support and promote NSDI mission and vision.
2. Some college or Bachelor's Degree from an accredited college or university; and training related to education or social work.
3. Minimum two (2) years of professional experience providing direct service or customer service preferred.
4. Ability to read, write, and communicate effectively in English & Amharic, French, or Swahili (bilingual required).
5. Ability to collect and record qualitative data and prepare reports.
6. Effective oral and written communication skills.
7. Ability to function independently and to work effectively and in a collegial manner with co-workers, and decision-makers.

8. Must be a motivated self-starter able to work effectively with limited supervision.
9. Well organized, dependable, flexible, and resourceful.
10. Ability to provide excellent customer service and problem-solving.
11. Ability to work well through formal and informal structures within the organization.
12. Excellent organizational skills including monitoring of details.
13. Adhere to confidentiality mandates and professional conduct.
14. Flexible and able to retain new skills quickly and accurately.
15. Ability to present information to public groups and different age groups and diverse populations effectively.
16. Possess practical application knowledge of Microsoft Office Suite, Google Office, new communications technologies, as well as general understanding of database and reporting systems.
17. Ability to use standard office machines such as a personal computer, calculator, copier, fax machine, telephone, etc.
18. Must have a valid California Driver's License, automobile insurance, and reliable personal vehicle and be willing to use it on the job.
19. Must be punctual, with solid time-management skills.

D. WORKING CONDITIONS, JOB SETTING, and COMPENSATION

1. Part-time – 20 hours/week.
2. Flexible work environment, work will be performed in school and community settings and NSDI headquarters, in an office setting and requires the use of electronic equipment including computer, telephone, etc.
3. Flexibility in schedule, including scheduled weekends, when necessary.
4. Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking, repeated bending, lifting and carrying up to 20 lbs, reaching.
5. NSDI promotes a safe and healthy work environment and provides appropriate safety training for all personnel as required.
6. Paid vacation and holidays; room to advance in the organization.
7. Hourly wage is commensurate with experience and educational background; between \$18.00 - \$22.00 per hour.

NSDI values inclusion and diversity, and is committed to equal employment opportunities. We comply with all applicable laws prohibiting discrimination and harassment against any applicant or employee.

TO APPLY: Download and complete NSDI Employment Application form. Submit Employment Application, a cover letter, résumé, and three professional references via email to careers@nilesisters.org. Include "Community Outreach Specialist" in the subject line of the email. The position will remain open until filled. Please, no phone calls.