

**EAST RIVER FAMILY STRENGTHENING COLLABORATIVE
JOB DESCRIPTION**

Title	Part-time Outreach Specialist (Contractor)		
	Contractor		
Reports To	Director of Partnerships and Community Engagement		
Primary Location	Benning Road/Minnesota Avenue OR Benning Park/Benning Terrace		
Original Date	2020		
Approved By	Executive Director		

GENERAL SUMMARY OR OVERALL PURPOSE:

Under the direct supervision of the Director of Partnerships and Community Engagement, the Outreach Specialist will be responsible for contacting Ward 7 residents, informing them of ERFSC’s Families First program and events, and encouraging them to connect with us and participate in various meetings and activities. He/she will work closely with the Center Manager to ensure that residents in their respective neighborhood are informed of events and activities related to the Families First DC Initiative and other events that ERFSC stages. This person will reach out to residents by doing in-the-street outreach, via fliers, personal communication, and telephone calls. Engaging residents on the services that ERFSC offers, building relationships, documenting residents’ needs, referring and connecting clients to appropriate help, following up, and maintaining communication with residents is key.

The Outreach Specialist is a Contractor who will work a maximum of 50 hours per month for \$15 per hour in the Benning Park/Benning Terrace OR Benning Road/Minnesota Avenue neighborhood. Most of the duties will be concentrated on specific events.

PRINCIPAL ACCOUNTABILITIES:

1. Follows the outreach strategy for the neighborhoods assigned to them through grassroots education and awareness of the Families First DC Initiative and ERFSC’s mission, vision and programs.
2. Distributes outreach materials to various organizations and individuals in targeted neighborhoods, ensuring that each household and business in the neighborhood is reached.
3. Attend events and man ERFSC’s resource table occasionally.
4. Create a working relationship with residents through observation and interactions.
5. Document interactions with clients through notes and action plans to set goals with clients and share with Center Manager.
6. Responsible for working with Center Manager to identify churches, schools, businesses and community residents in Ward 7 and create partnerships with them to also share information on ERFSC.

**EAST RIVER FAMILY STRENGTHENING COLLABORATIVE
JOB DESCRIPTION**

7. Provides weekly reports to Director outlining efforts and notes, and challenges during community engagement.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each principal accountability satisfactorily. 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.

WORK SCHEDULE:

The individual will work for 25-50 hours per month.

A. Work Experience/Education

Two years' work experience and a High School Diploma required. Ward 7 resident required.

B. Certifications/Licensure

Valid Driver's license required if individual owns and will operate a car during performance of work.

C. Specific Knowledge and Abilities

- Great interpersonal skills and ability to communicate with individuals at all levels articulating the mission of the Families First Initiative and ERFSC
- Ability to learn and grow
- Knowledge of community resources and services
- Effective verbal and written communication skills
- Strong organizational and time management skills; attention to detail a must
- Knowledge of the neighborhood they will be working in
- Demonstrated commitment to service and the needs of families and communities
- Ability to work well in a fast-paced professional environment
- Must be able to work outside normal working hours (occasionally)

D. Communication/Interpersonal skills

Good written and verbal communication skills are required; Courteous and responsive to the public; Able to gather assessment information through conversation, listening and observation skills; Able to engage, build and maintain relationships with clients through strong interpersonal skills; Able to

EAST RIVER FAMILY STRENGTHENING COLLABORATIVE JOB DESCRIPTION

establish and maintain effective working relationships and work with others; Able to maintain professionalism at all times.

E. Work Traits

Organized, dependable, flexible, analytical and self-directed; able to work independently and within a team effectively; demonstrated cultural competence and responsiveness and a sincere interest in the mission and vision of the organization.

SPECIAL CONSIDERATIONS

A. Working Environment

Indoor office environment 20% of the time; in the targeted neighborhoods 80% of the time.

B. Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit at a workstation and use a personal computer and telephone. The employee regularly meets with clients and/or partners within the community. The employee must regularly lift and/or move general office supplies, files or boxes weighing up to 10 pounds.