

FAMILY RESOURCES, INC.
POSITION DESCRIPTION

Position Title:	Community Recruitment Specialist	Program:	Safe2B- You & Me
Position Level:	Specialist I	Reports To:	Safe2B- You & Me Supervisor

POSITION FUNCTION/OVERVIEW:

The role of the Community Outreach Specialist is to proactively engage and establish rapport through relationship building within the community by actively seeking participants for the Safe2B- You & Me workshops, particularly adult individuals and couples between the ages of 18-25.

PRIMARY DUTIES/RESPONSIBILITIES:

- Recruit up to 75 eligible participants for the couples program between the ages of 18-25 within the grant year.
- Recruit up to 216 eligible participants for the adult individuals program between the ages of 18-25 within the grant year.
- Maintain a calendar of outreach activities, including outreach efforts for community events, workshops, and other communication opportunities.
- Develop and maintain linkages with community agencies as a means to coordinate workbook.
- Works with community liaison to provide materials (pictures, videos, etc.) for marketing strategies.
- Maintain up to date records on all outreach/recruitment efforts and goals.
- Maintain contact for each participant or organization interested in workshops.
- Follow agency Code of Ethics.
- Attend outdoor events in the downtown area to increase presence.
- Build relationships with the community.
- Assist with activities, fundraisers, etc.
- All other duties as assigned.

QUALIFICATIONS REQUIRED:

- HS Diploma with 2 years' experience conducting outreach and/or recruitment.
- Bilingual Preferred – English and Spanish preferred.
- Proven track record of outreach and recruitment outcomes.
- Must be able to work flexible hours including evenings and weekends as needed.
- Demonstrated knowledge of available community services and the social services delivery system.
- Demonstrated interpersonal and communication skills.
- Demonstrated ability to organize, manage time, and prepare/complete accurate, comprehensible records in a timely manner.

- Must have computer experience and be proficient in Microsoft Office (Excel and Word).
- Ability to maintain professional working relationships with outside agencies.
- Ability to respond positively to direction and constructive feedback.
- Ability to work independently and utilize initiative.
- Ability to work effectively with individuals from a variety of cultural and ethnic backgrounds.
- Must demonstrate awareness, acceptance, and ability to work with the LGBT community
- Conduct oneself in an ethical manner, promoting positive role modeling.
- Ability to maintain confidentiality.
- Demonstrated ability to follow instructions, adhere to established work rules, including, but not limited to, agency policies and procedures. Must possess a cell phone to use for business purposes.
- Valid Florida driver's license, clear diving record and current automobile insurance required.
- Must have background screening that is in compliance with Department of Juvenile Justice

POSITIONS SUPERVISED:

None

Employee's Signature

Date

Employee Print Name

Supervisor's Signature

Date