



## **Outreach Coordinator**

The Outreach Coordinator will be the critical link to helping recruit and retain participants in the program and will assist in coordination and delivery of services to participants.

Direct responsibilities may include providing assistance with daily logistic activities such as coordinating schedules, transportation, appointment assistance, follow-up and follow thru. This position is highly involved in the coordination of services for the clients and involves communication with all team members. Other responsibilities include participant service and public relations.

### **Aptitude and Temperament:**

- Must be a team player and self-motivated.
- Must be astute and able to recognize problems, concerns, desires or challenges of a participant that may need to be communicated to the appropriate fatherhood staff person.
- Ability to protect the confidentiality of participant information.
- Ability and willingness to work with a wide range of people including those in crisis situations.
- Sensitivity to issues concerning diverse cultures.
- Ability to take initiative and work with moderate direct supervision.
- Must be punctual and reliable.

### **Minimum Educational & Skills Requirements:**

- High School diploma or GED and Associates Degree, preferred.
- Personal experience with an understanding of diverse cultures.
- Must have a valid Driver's license and acceptable driving record.
- Must agree to pre-employment drug screen and criminal background check.
- The Outreach Coordinator must possess a valid driver's license and be available to work evenings and weekends.

This is a full-time position funded by and based on funding of a five-year grant.

To apply, submit cover letter and resume to Wallace Evans at [executivedirector@afathersplace.org](mailto:executivedirector@afathersplace.org).