Position Title: Community Outreach Coordinator
Classification: Non-exempt, Full time (32 hours)
Reports to: Program Director
Date: May 2020

Position Summary
The Community Outreach Coordinator conducts outreach and refers participants to appropriate services, while promoting Puente programs and activities throughout the South Coast communities of La Honda, Pescadero, Loma Mar, and San Gregorio. The Coordinator has direct, daily contact with participants and spends significant time in the field as the bridge between Puente and farmworkers on the South Coast.

Essential Job Responsibilities
• Community Outreach
  o Performs outreach for all of Puente’s programs, events, and services including, but not limited to: posting flyers, maintaining messaging on the Pescadero town sign, facilitating internal promotion, and sharing with media outlets as necessary
  o In coordination with health promoters, regularly visits all farms, nurseries, and other housing locales for outreach purposes, including making referrals and appointments

• Community Building
  o Coordinates La Sala gatherings twice a week, with support from Puente volunteers, to distribute donated items, coordinate food and clean up, and organize cultural and recreational activities for participants
  o Distributes bicycles to farm workers and coordinates bicycle repair
  o Helps community residents and local stakeholders advocate for local issues through trainings and presentations
  o Provides support for other community building activities, as needed

• Referrals
  o Acts as a liaison between the participant and relevant Puente programs
  o Tracks referral completion and outcomes for participants
  o Has knowledge of requirements and eligibility for all Puente programs

• Data collection
  o Maintains documentation of attendance for La Sala, outreach efforts, meetings, activities, and events
  o Documents, collects, and inputs data, including interactions with partner agencies, in a timely manner
  o Annually updates farmworker count and housing maps within service area

• Other responsibilities
  o Establishes positive collaborative relationships with appropriate community organizations, farm and nursery owners, and sister organizations throughout the region
Attends weekly team and staff meetings as well as Puente-sponsored community events

- Assists with meeting preparations, scheduling travel arrangements, and general coordination of the outreach request form

**Qualifications**

- Bachelor’s degree in social work, human services, counseling or related field or relevant combination of education and experience
- Experience in case management and providing direct services to program participants
- Ability to organize tasks and people in an efficient manner
- Required to work a variety of extended hours, as necessary for position, including evenings and weekends
- Must possess proficient skills of Microsoft Office products, including: Word, Excel, Outlook, and PowerPoint
- Current California Driver’s License and ability to drive to work related functions in and around Pescadero, La Honda, Loma Mar, and San Gregorio/Southern San Mateo County area

**Knowledge/Skills Required**

- Commitment to Puente’s vision of supporting a healthy, inclusive, and sustainable South Coast community
- Works collaboratively with colleagues, partners, and community members
- Excellent verbal and written communication skills in English and Spanish
- Extensive experience with identifying and coordinating critical participant needs and leveraging resources to create sustainable programs
- Cultural competency to work with residents from diverse backgrounds across boundaries of class, race, and inequality issues
- Knowledge of the South Coast or experience working in a rural community, preferred

**To Apply:**
Puente offers a competitive salary and benefits package. Please e-mail cover letter, resume, and three references to Lisa Mateja, Human Resources Coordinator at lmateja@mypuente.org.

**About Puente (Pescadero, California)**
Since 1998, Puente de la Costa Sur (Puente) has worked to build a healthy, sustainable and inclusive South Coast Community. Its mission is to provide vital services for men, women, children and families living in the rural San Mateo South Coast communities of Pescadero, La Honda, Loma Mar, and San Gregorio, primarily farmworker and their families. Puente provides a single point of entry for men, women, and children to safety net services, health and wellness services, leadership development, and opportunities for community engagement and action. For more information, visit us at www.mypuente.org.

This job description is not intended to be all-inclusive. Duties and/or responsibilities may be added or deleted, as management requires to meet the ongoing needs of the organization.