



southbronxunite@gmail.com | www.southbronxunite.org

Job Opening: Community Outreach Coordinator

About Us

[South Bronx Unite](#) brings together neighborhood residents, community organizations, academic institutions, and allies to improve and protect the social, environmental, and economic future of Mott Haven and Port Morris. We envision a South Bronx where **everyone is thriving** because we have equitable access to clean air, nutritious food, truly affordable and quality housing, good health care, resources to advance our contributions to arts and culture, community centers, open green spaces, good schools with adequate resources, jobs with livable wages, a transformative justice approach to public safety, and participatory decision-making for public policies and community development.

Position Overview

The Outreach Coordinator will: increase our capacity to reach, engage, and mobilize residents of Mott Haven and Port Morris with the purpose of advancing equity and justice for our community. The Coordinator will approach the work with humility, thoughtfulness, a willingness to learn, a commitment to social/environmental/racial justice, and a strong belief in the power of frontline communities to determine our own future. The Coordinator will need to be available on some weeknights and weekends on a regular basis.

The position is full-time and funded for two years. We will fundraise to keep the position active beyond the two years. The salary range is \$42,00 to \$50,000, commensurate with experience, plus medical, dental, and vision insurance and three weeks of vacation. *Please read both the responsibilities and qualifications sections carefully to make sure we are a good fit for each other.*

Primary Responsibilities

- Conduct community outreach, including canvassing, tabling at community events, making announcements at community board meetings, and digital outreach through email campaigns and newsletters
- Recruit community members to participate in our campaigns and coordinate their participation, ranging from participation in legislative meetings to support with outreach
- Organize community events and other activities to increase awareness of our work and engage more community members
- Coordinate existing partnerships, and build and maintain new partnerships with other community groups, neighborhood associations, and academic institutions
- Co-design, organize, and facilitate community organizing workshops
- Design flyers, brochures, info sheets, and other outreach materials to engage the community and build participation in our advocacy work

- Manage social media channels, including regular posts about our work, community events, and relevant news and information
- Represent the organization at meetings and deliver presentations as needed
- Help maintain database, coordinate/organize meetings, and perform other administrative tasks as needed

Experience & Qualifications

- At least one year of community organizing and/or community outreach experience, preferably in The Bronx and with communities of color
- Experience with facilitating workshops and a love of facilitation
- Experienced and comfortable with preparing and making presentations
- Excellent written skills, including experience with writing reports, effective outreach emails, and succinct copy for social media posts
- Experienced and comfortable with coordinating partnerships with a variety of stakeholders
- Outgoing, curious, friendly, and an excellent listener with the ability to inspire people into action
- Organized: you have systems that help you manage your time effectively, stay on top of your projects, and adhere to timelines and deadlines.
- Communicative: you acknowledge when messages and requests are sent to you, and you respond to messages and requests in a timely manner; you ask clarifying questions; and you share your ideas, thoughts, and feedback
- Proactive: you do not wait to be asked to do something - if you see a task that needs to be completed, you communicate that to your colleagues and you do it; you initiate projects; and you brainstorm and implement ways to strengthen the organization's work
- Team player: you understand that you are accountable to your colleagues, community members, partners, and allies
- Focused and engaged: you are fully present in meetings and discussions and you are always prepared to contribute feedback and ideas
- Fluency in Spanish is a strong plus

We will consider a candidate's full range of educational, professional, and life experience. We do not require any specific level of formal educational attainment.

Apply

Please submit a cover letter and resume describing your interest in and qualifications for the position to: southbronxunite@gmail.com, with "Community Outreach Coordinator" in the subject line. Please also indicate in your cover letter where you heard about the position.

South Bronx Unite is an equal opportunity community based organization which actively recruits people of color, women, people with disabilities, members of the LGBTQ community, immigrants, and people from low-income backgrounds. We strongly encourage applications from people with lived experiences in the communities in which we live and work.