



## **JOB DESCRIPTION: OUTREACH COORDINATOR**

### **OVERVIEW**

Citizens Committee for New York City is a small non-profit organization committed to supporting resident-led community improvement initiatives in primarily low income neighborhoods throughout the city.

We seek a full-time Outreach Coordinator to assist with all tasks involved in community outreach and grants management, including administrative support. Interested individuals should share our commitment to resident-led community change.

### **PRIMARY RESPONSIBILITIES**

**Community Outreach:** Citizens Committee conducts outreach in primarily low-income neighborhoods throughout NYC to increase awareness of our programs and to make us more accessible to a larger number of people. *You will lead our outreach efforts. This includes strengthening our outreach strategy, innovating new methods to conduct outreach, identifying new outreach opportunities and partners, maintaining a clean, robust and up to date outreach database, developing and managing a calendar of outreach events, tracking outreach activities, analyzing and evaluating outreach statistics, and developing reports on outreach efforts.*

**Grant Management:** Citizens Committee awards micro-grants to resident-led groups working on self-identified community improvement projects ranging from urban agriculture to tenant organizing. *You will collect and document grant applications; communicate with grant applicants to offer feedback on their project proposals; evaluate grant applications and make grant recommendations; harvest and analyze data from grant applications; meet with new grantees to become more familiar with their projects and connect them with other resources; and collect final reports from grantees. You will also manage our email account for grant and general information inquiries.*

**Workshop Facilitation:** Citizens Committee conducts capacity-building workshops for members of grassroots community groups and individuals interested in carrying out community improvement projects. *You will facilitate these workshops using our curriculum, which is based on popular education methodology. Workshop topics include community organizing basics, navigating city government, and grassroots fundraising, among others.*

**Data Management:** Citizens Committee supports hundreds of groups each year; we have the most extensive database of grassroots groups in NYC. Having accurate data for these groups is essential. It allows us to quickly produce reports, note trends, and identify areas for improvement. *You will help maintain our Salesforce data management system, ensuring that data is clean, consistent, and accurate.*

### **QUALIFICATIONS**

*We seek someone who shares our love of the city and our commitment to resident-led community change.* The ideal candidate will:

- Have 1+ years of professional work experience coordinating or managing outreach
- Be highly organized with a passionate dedication to details
- Have excellent writing skills
- Have 1+ years of experience working in NYC
- Have some community organizing experience
- Take initiative, think creatively, offer new ideas, and push us to become a more effective organization
- Be friendly, easy to get along with, and have a good sense of humor
- Understand the importance of meeting deadlines

**Salary:** Commensurate with experience. Competitive benefits package. You will report to the Director of Programs.

Please review the job description carefully. If you believe that this position is a great fit for you, we encourage you to send us your resume and cover letter by **November 16**. Kindly indicate where you learned about the job in your cover letter.

**Applicants should email a cover letter and resume to Di Cui:** [dcui@citizensnyc.org](mailto:dcui@citizensnyc.org)