Position Title: Regional Outreach Coordinator – West & Central Region

Reports To: Community Outreach Lead

FLSA Status: Exempt

Summary/Objective

The Regional Outreach Coordinator for the West & Central Region is responsible to deliver the execution of the Whole Community Resilience Planning Program (WCRP), as is established in the Community Outreach Strategy and the Program Guidelines, for that particular region of the island.

The Regional Outreach Coordinator reports directly to the Community Outreach Lead acting as a part of the team delivering the results expected, planning for the WCRP.

Essential Functions

1. Engages with community members and local stakeholders and maintains constant communication with them.
2. Creates tools and exercises to ensure community participation and engagement.
3. Offers support in assuring community participation.
4. Assists on the creation of strategic partnerships between applicants and communities.
5. Implements a variety of community outreach activities to ensure stakeholder participation including maintaining a database of stakeholders.
6. Ensures comprehensive knowledge of the program, the benefits, policies, and planning.
7. Implements the tasks that are core to help communities for the development of Community Resilience Plans (CRPs).
8. Provides direct contact with communities across the island to ensure participation in the planning process.
9. Promotes services, tools, and special events about the Program.
10. Focuses on networking and relationship building that will impact the Program.
11. Serves as primary program liaison to Communities and diverse stakeholders.
12. Participates in the implementation of the Community Outreach Strategy for reaching and serving communities or municipalities across Puerto Rico.
13. Represents WCRP at appropriate and assigned community collaborative meetings and events.
14. Participates in FPR staff, WCRP team, and external meetings as requested.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Functional Competencies

- Community Oriented Professional
- Technical Capacity
- Strong Negotiation Skills
- Ethical Conduct
Supervisory Responsibility
This position doesn’t have supervision responsibilities.

Position Type and Expected Hours of Work
This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 6:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel: Travel is required approximately 80%, but mostly inland as established in the WCRP community outreach plan and the WCPR program guidelines.

Service Delivery Area: As specified, given the nature of the Regional Outreach Coordinator role, candidates must be based out of the west and central region of the island with access to operate within, but not limited to, this region. Regular meetings at FPR offices in San Juan will also be required.

Required Education and Experience
Bachelor’s degree in a Community Planning and or Community Development related field. Minimum of 2 to 3 years of experience, ideally in a role within a nonprofit entity and have exposure to communities.

Preferred Education and Experience
Bachelor’s degree is preferred and experience in a role within a nonprofit entity and community sector.

Additional Eligibility Qualifications
Excellent Interpersonal skills; Fully Bilingual. Motivated team player who can maintain efficiency and accuracy when multitasking.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Environment
This job operates in fast-paced environment and office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stress levels are usually high due to job scope.

Physical Demands
This is an active and dynamic role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.