



EMPOWERING COMMUNITIES THROUGH ART AND CULTURE

BILINGUAL OUTREACH COORDINATOR

Please send your resume to

juana@centroculturalmexicano.org

Job title: Outreach Coordinator (English/Spanish)

Date: March, 2023 (position open until filled)

Wage range: TBD

Hours: 40 hours/week

SUMMARY

The Outreach Coordinator is responsible for operations and services, directly reporting to the Project Manager.

Primary Job responsibilities

- Conduct services in Spanish and English.
- Assist community members with needs related to programs.
- Build community relationships with individuals, community leaders, and community organizations.
- Support the success of internal projects and programs.
- Advocate for community needs within the context of the organization's mission and vision.
- Attend collaborative meetings.
- Support the Project Manager with other duties as assigned.

Knowledge, Skills, and Abilities

- Excellent communication skills in English and Spanish, written and verbal.
- Commitment to social justice objectives.
- Passion for working with the community.
- Excellent customer service skills.
- Working knowledge of Microsoft Office (Excel, Word)
- Creativity and strong problem-solving skills.