



# Example of Community Outreach Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of community outreach specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for community outreach specialist

- Assists with designing and measuring overall sales event strategy
- Serve as an ambassador for United Healthcare
- Performs all job duties in accordance with the compliance requirements
- Understand the objective of community outreach programs and plan, organize and manage activities to administer it appropriately
- Establish and maintain effective relationships with representatives of community and social and civic organizations
- Engage community members in outreach programs to increase their knowledge
- Develop content and materials to administer and market outreach programs
- Ascertain that each outreach activity is managed within the budget allotted for it, if applicable
- Work with marketing team to utilize social media sites to keep interested parties aware of program development and implementation
- Recruit and train volunteers to assist in carrying out community outreach activities

## Qualifications for community outreach specialist

- Child Development Associate or Associate in Arts degree
- Bachelors degree in child development, social work, psychology, human development, or a related field preferred

- At least one years direct experience in community outreach
- Bilingually proficient in Khmer/English
- Experience with computer software programs such as Microsoft Office (computer data entry)