



Example of Community Outreach Specialist Job Description

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Our innovative and growing company is looking to fill the role 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

- Have responsibilities that include responding to requests for information, providing information regarding community services, referring to community agencies, and promoting Swindells Center and partnering agency events in the community
- Cultivate and recruit supporters for chapter fundraising events like Walk to End Alzheimer's and Longest Day
- Develops, oversees, monitors, and reports on implementation of business engagement strategy
- Engages and informs employers about individuals with barriers to employment, including those with disabilities, criminal records, mental health challenges, and limited education and work experience
- Establishes and cultivates new employer relationships and strengthens existing employer partnerships through a variety of outreach activities including regular employer meetings and visits to assess hiring needs, attendance at business and networking events, and participation in local advisory boards and employer associations (e.g., ARA and AMP)
- As Chair of the OFY Job Fair Committee, coordinates regional 100K Opportunity Hiring fairs by partnering with OFY community partners, workforce development agencies in Maricopa County and the City of Phoenix, and 100K Opportunities employers to support county-wide job fair efforts
- Coordinates activities among national 100K Employer Coalition, local OFY

- Delivers ongoing communication and presentations to groups and individuals
- Reports and tracks various sales event effectiveness
- Properly set up and complete payment process for community events

Qualifications for community outreach specialist

- Bilingual in any other language with English fluency
- Bachelor Degree in Health Care or Business Administration OR 4 years work experience in insurance environment
- 4 years health care administration experience
- Must have State Insurance License(s) or obtain State Insurance License(s) within 90 days of hire
- Knowledge of contracts, applications and products
- Knowledge of claims processing systems