



Example of Community Outreach Job Description

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Our innovative and growing company is hiring for a community outreach. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for community outreach

- Assist with local community outreach efforts, including, community days of service events
- Engage and mobilize the community to help build a Culture of Health in the East End of Richmond
- Recruit and maintain partnerships with key regional stakeholders (including traditional and non-traditional partners) using effective collaboration strategies to build meaningful partnerships which will result in scalable initiatives to improve health
- Coalition Recruitment and Development
- Coordinate the company's micro-grants program in sales districts nationwide
- Monitor best practices and innovations in the corporate philanthropy & social innovation sectors
- Collaborate across the company to support environment/sustainability initiatives
- Other duties as mutually identified and agreed upon, based on candidate's specific skills, interests and expertise
- Pre-screen residents for potential Sandy related employment opportunities, documenting screening forms and referral made
- Respond to resident inquiries left through voice mail messages and emails

Qualifications for community outreach

- Responsible for strategic planning, continuous monitoring, evaluation and assessment of mission delivery activities in the community

- Must have a valid driver's license and a willingness to use personal vehicle in the course of employment
- Ability to travel throughout North Mississippi to perform and participate in tasks as assigned
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- Able to work with others in a wide variety of disciplines, , vendors, staff, patients, and volunteers