



Example of Community Outreach Job Description

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Our company is growing rapidly and is hiring for a community outreach. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for community outreach

- Build relevant cross-departmental and cross-functional relationships
- Represents Market Development and pro-actively interacts with community-based organizations to identify opportunities to participate in special events, health fairs
- Conducts site visits as needed to evaluate existing operations and/or new business opportunities
- Seeks out other health care providers who will work cooperatively with the company in providing a wide array of varying health care services and products
- Develop an ongoing and diverse candidate pipeline using research, networking, community partnerships, job fairs
- Develop and build relationships with new and existing community organizations, provider offices, faith - based organizations, food pantries, and perform other activities to enhance UnitedHealthcare's presence in the community
- Provide assistance to potential program clients in the City's energy retrofit incentive programs by responding to calls and inquiries, utilizing marketing collateral and other means relevant to assisting the client with successful program participation
- Maintain information on partnerships, meetings, referrals, and other activities through regular written and verbal reports and the use of a Customer Relationship Management (CRM) system

- School level

Qualifications for community outreach

- Demonstrated experience in large-scale event and program coordination
- Excellent communication skills, both written and verbal, including the ability to work effectively with presenters, program participants, and UW faculty and staff
- Ability to multitask efficiently, establish priorities, and handle a high volume of work
- Familiarity with UW records retention and confidentiality policies
- General knowledge of Jewish Studies, Sephardic Studies and/or Israel Studies
- Ability to work flexible hours for events including nights and weekends as needed