



Example of Community Outreach Job Description

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

Responsibilities for community outreach

- Ability to work well as a member of a team in advancing organizational goals
- Passion and commitment to the scholarly mission of higher education and to the well-being and success of the diverse citizens and communities of Colorado
- Work with community based organizations, cities, churches, health fairs, key providers, and other stakeholders to partner on health-related events/initiatives, promote healthy behavior and increase community visibility
- Provide information regarding the Florida MMA Program
- Seek out new community partners and maintain relationships with existing partners
- Visit providers and other stakeholders, as needed, to ensure they understand benefit changes
- Educate providers & other stakeholders on extra benefits & care coordination available to Members in Florida MMA Program
- Assist with outreach campaign calls to members to promote preventative care and compliance with applicable screenings and testing
- Occasionally assist with making welcome calls to new members and appointments requested by prospective members
- Identify professional lead sources and adjust the outreach plan accordingly

Qualifications for community outreach

- Through volunteer recruitment, engagement and management assure the execution of program delivery established through the developed plans and

- Must have a good driving record, current driver license and own automobile including driving insurance and registration to perform these duties
- Knowledge of the principles and concepts of building and maintaining effective relationships with internal and external constituencies to achieve institutional goals and objectives
- Excellent organizational, presentation and facilitation skills
- Demonstrated ability to prioritize and meet multiple deadlines and handle a variety of tasks simultaneously
- Must have excellent grammar and composition