



Job Title: Organizing Outreach Coordinator

Reports to: Organizing Manager

FLSA Status: Exempt

Apply: *please submit a cover letter & resume to info@makeitworknevada.org*

Organizing Outreach Coordinator Position Summary:

The Organizing Outreach Coordinator participates in the delivery of excellent community outreach. The Outreach Coordinator reports directly to the Organizing Manager and is responsible for community outreach efforts to include media relations, various community events, kitchen table conversations, and church/school/organization speaking engagements. The Outreach Coordinator participates and promotes compliance with Make It Work Nevada Standards.

Essential Duties and Responsibilities:

- Creates and executes an outreach plan
- Attends relevant community meetings and events
- Develops and uses outreach materials and packets
- Maintains harmonious and effective relationships with the Communications, Political Director, Executive Director, Executive asst., Interns, Organizers, Partners, volunteers and Ambassadors
- Establishes relationships with various community groups to include schools, community health centers, non-profit organizations, resource groups, faith-based organizations, churches, and other vested stakeholders.
- Assists in the coordination of special events including Pop Up's and small table conversations
- Captures content for use on social media and on our website
- Encourage and inspire persons from communities most impacted by implicit bias.
- Bring activism and advocacy awareness to communities most impacted by implicit bias.
- Create social media outreach campaigns that will engage our audience and encourage them to participate in outreach events
- Day-to-day engagement on social media

Other Duties and Responsibilities:

- Performs all other duties as assigned
- Solicits testimonials, reviews, and surveys
- Rally, march, protest, and or testify for issues that impact person impacted by implicit bias

Qualifications:

- Valid Driver's License
- 21 years of age or older
- Proof of a registered vehicle for use

Salary & Benefits

The Organizing Outreach Coordinator position is a salaried position that earns between \$35,000 and \$39,000 per year. Make It Work Nevada offers a competitive benefits package that includes medical, vision and dental insurance, as well as, paid holidays, paid sick days and family medical leave.

Education & Experience:

- High School Diploma and/or equivalent
- At least 1-year experience in outreach and community relationship building-preferred

Knowledge, Skills and Abilities:

- Outstanding ability to build interpersonal relationships at all levels.
- Excellent communication skills, both written and verbal.
- Proven ability to establish, build, and nurture partnerships.
- Demonstrated passion for community and service.
- Proven leadership, teambuilding, and organizational skills.
- Proven ability to maintain integrity in a fast paced and high-demand environment.
- Proven ability to manage performance goals.
- Ability to interact with people from all ethnic backgrounds, ages, and lifestyles.
- Practical experience and/or working knowledge of Facebook, Instagram, Twitter, YouTube, LinkedIn and Tik Tok platforms
- Proficient in interviewing subjects for featured stories as part of story collecting

Organizational Relationships:

The Organizing Outreach Coordinator reports to the Organizing manager and works collaboratively with staff, contractors, vendors, volunteers and other partners on a weekly basis to maintain program efficiency.

Physical Demands:

Must have the physical ability to move boxes weighing under 20 pounds each 5 to 10% of work time to ensure necessary equipment gets to Pop Up's. Must have the physical ability to stand for more than 6 hours at any given time as the job requires. . Must be able to walk around the office to deliver packages to other departments. Must be able to travel in town to other locations with a vehicle. Must be able to attend conferences via electronic devices as well as being able to travel domestically to attend conferences throughout the United States via an airplane or Bus 6 to 8 times a year

Work Environment:

- The position is a Full-time position that works 40 hours per week
- This position is based in an office building in Las Vegas Nevada
- The position will occasionally be required to work on weekends
- The position requires work outside 30% of the time and will be exposed to the elements and inclement weather
- The position requires national travel up to 5% of the time
- The assigned workspace is a cubicle in an open and shared work area with a moderate level of noise and interruptions

The deadline for submission is Monday, February 28th. Please apply for this role by emailing a resume and cover letter to info@makeitworknevada.org.