

# YMCA of San Francisco

## Job Announcement

Title: **Outreach Coordinator**

Supervisor: **Director of Community Health and Wellness**

Branch/Unit: **Bayview #40**

### **SUMMARY:**

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The Outreach Coordinator will be working in the African American Holistic Wellness Program of the Bayview Hunters Point Y (formerly known as the YMCA). The program's goals are to build a strong sense of community among African Americans in San Francisco, decrease the impact of trauma among residents, and increase the wellness of community members, especially in the Bayview Hunters Point, Western Addition, and the Oceanview-Merced-Ingleside (OMI) neighborhoods. Y programs build individuals with healthy spirits, minds and bodies. The Bayview Hunters Point YMCA has a pivotal role in addressing some of the major challenges faced by San Franciscans, including substance abuse, elderly isolation, weak educational achievement, and productive after school activities for kids.

Under the general direction of the Community Health and Wellness Director, the Outreach Coordinator is responsible for conducting outreach to residents about program events as well as services in the community. S/he will also help to plan cultural and educational events for residents in the three targeted neighborhoods, input data into a centralized data-based system, work to support city-wide planning of wellness activities and cultural events, and assist with marketing and public relations of the program.

This is a FT hourly position and pays \$18/hr.

### **KEY RESPONSIBILITIES:**

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- Conduct outreach to African American residents of Bayview Hunters Point, Western Addition, and OMI.
- Provide information and referrals to residents on existing neighborhood services.
- Be familiar with resources relevant for African Americans in each of the 3 communities.
- Maintain a strong relationship with social service providers.
- Create flyers, posters, and other outreach materials.
- Document outreach activities.
- Help organize community-building activities including but not limited to social events, holiday celebrations, and speaker's bureaus.
- Participate in presentations and community education events.
- Maintain accurate and up-to-date records and files on attendance and satisfaction surveys.
- Compile monthly statistics.
- Attend community meetings.

- Support data based evaluation systems
- Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

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- Knowledge of and sensitivity to issues concerning the African American community
- Demonstrated capacity to work with low-income and high-risk populations
- Basic understanding of violence, abuse, and trauma
- Ability to handle confrontation or strong emotions in others
- Skilled at handling a variety of tasks simultaneously
- Proficiency in computer graphics, Microsoft Word, and data entry
- Innovative and Creative spirit
- Work independently and in groups
- Excellent organizational and time management skills
- Attention to detail

### **MINIMUM QUALIFICATIONS:**

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- 3 – 5 years experience working with youth and families impacted by trauma and/or violence. Bachelors Degree in social work or related field, a plus.
- Knowledge of current resources and service/benefits programs in targeted communities and the Greater Bay Area
- Strong knowledge and background of computer programs

### **APPLICATION PROCESS:**

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Submit resume and cover letter to Bayview YMCA, Attention: Antoine Moore, 1601 Lane Street, San Francisco, CA 94124, or Fax to 415-822-7769.

Or email [Amoore@ymcasf.org](mailto:Amoore@ymcasf.org) and add “Outreach Coordinator” in the subject line.