



250 N Calaveras Ave, Fresno CA 93701
www.lowellcdc.org

JOB Description:
Community Outreach Coordinator

Organization Mission: *To improve the quality of life in the Lowell neighborhood through community engagement, equitable housing and historic diversity.*

Purpose: The Community Outreach Coordinator will work to facilitate and promote resident and business engagement and services within the Lowell community. To facilitate and promote Tenant Education throughout the community

- Building partnerships with like-minded organizations to provide a wide variety of services for residents and businesses
- Work with networks of resident leaders and business owners building trust and finding common goals for the larger community.
- Facilitating activities that promote business development, home ownership and economic stability in the Lowell Neighborhood.
- Building partnerships with like-minded organizations to train facilitators of Tenant Education. Facilitating Tenant Education workshops within the Lowell community and surrounding areas.
- Build partnerships with property owners, and tenants in the Lowell community to foster healthy relationships.

Location: Meetings and workshops will be held at the FENIX apartments 250 N. Calaveras Fresno CA 93701, site visits will be in the Lowell Neighborhood and office work can be done at satellite locations or at the office.

Qualifications:

- Bilingual in Spanish is preferred
- Proficient in basic computer skills, Excel, Word, Google docs and web browsing.
- Presentation or teaching experience with excellent oral and written communication skills.
- Record keeping and grant tracking.
- Experience with writing, maintaining and reporting for grants.

Responsibilities: Supporting the Executive Director with outreach, promotion and implementation of Services. Building relationships and knowledge about the needs and assets of residents. Work directly with community partners including businesses owners, residents stakeholders and government officials in Fresno to promote community and economic

development. Weekly meetings with the Executive Director and partners will be mandatory to report on the progress. Prepare general reports required for all grant funding and for the Lowell CDC board or funders. Supporting the Executive Director with outreach, promotion and implementation of Tenant Education, Business development and Home-ownership programs. Building relationships and knowledge about the needs of property owners and tenants to create trust and serve both parties well. Work directly with other service providers and community partners in Fresno to recruit and train facilitators of TE. Maintain a database of tenants and stakeholders who have completed TE or facilitator workshops. Maintain Database of resident and business partners. Ongoing communication with tenants and community partners regarding updated programs and activities. Update and facilitate communications (ie Website, social media, emails and printed flyers) with clear information for residents or stakeholders. Grant writing to contribute to the ongoing sustainability of Lowell CDC priorities. Any other roles as assigned by the Executive Director.

Hours/Compensation:

10 - 20 hours per week

\$18.00 per hour

To apply for this position please forward resume and cover letter to
Esther Carver at info@lowellcdc.org