
JOB TITLE: Coordinator of Community Outreach Services

FLSA STATUS: Exempt, Full-time

Reports to: Executive Director

Summary

Catholic Charities is seeking a full-time Coordinator of Community Outreach Services to oversee the design, development, implementation, and evaluation of assistance and educational outreach programs, including supervision of community outreach specialist(s). In addition, this position provides case management and collaborates with community partners. A bachelor's degree is required.

Primary Function

The Coordinator of Outreach Services coordinates the outreach services for Catholic Charities and works closely the Outreach Specialists and Executive Director to accomplish agency goals and objectives.

Duties and Responsibilities

Client Program Management (30%)

- Oversees the design, development, implementation and evaluation of assistance and educational outreach programs, including supervision of community outreach specialist(s).

Client Program Delivery (30%)

- Delivers case management services to clients.
- Documents all client and collaborative contacts.
- Manages low-income rental properties.
- Recruits potential clients and volunteers for outreach programming.
- Manages volunteers by providing training, follow up, and support throughout their involvement with programming.

Community Collaboration (20%)

- Maintains communication with and represents Catholic Charities to the community, including local non-profit agencies, funders, businesses and community leaders, whose interest and functions involve assisting people in need to foster mutual respect and coordination of efforts, including but not limited to disaster relief, employment and goal attainment.

Parish Social Ministry (15%)

- Collaborates and consults with parishes on their social ministry efforts.

Other Duties as Assigned (5%)

Minimum Qualifications

- Bachelor's Degree in social work, education, public administration, psychology or related area
- Five years' experience in social services
- Three years' experience in working with volunteers and/or community groups
- Three years' experience in outreach program development and delivery
- Excellent communication and interpersonal skills
- Experience working with diverse populations, including those in poverty
- Good time-management and organizational skills
- Grant reporting and low income housing management experience a plus
- Valid Driver's License
- All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.
- Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs.

In addition to the specific duties and responsibilities shown above, the Coordinator of Community Outreach Services is responsible for complying with policies and procedures established by Catholic Charities in administration, supervision, and delivery of services; and abiding by the Code of Ethics of Catholic Charities USA.

Interested applicants should send a cover letter and resume to
humanresources@evdio.org.

(Rev. Jan. 2023)