Updated: September 27, 2021
Open Until Filled

POSITION: OUTREACH LIAISON
(BILINGUAL ENGLISH/SPANISH REQUIRED, BILITERATE PREFERRED)

PROGRAM: NUEVA VISTA COMMUNITY RESOURCES
A PROGRAM OF COMMUNITY BRIDGES

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:
Under the general supervision of the program manager, provides technical, educational, interpretive, advocacy, and office support, including direct outreach, preparation of outreach materials, and other functions of Community Bridges. Performs related work as required.

DUTIES & RESPONSIBILITIES:
1. Responsible for assigned aspects of Community Bridges program outreach. Support in recruiting volunteers. Connect with and process volunteer inquiries and assign tasks in fulfillment of the agency outreach plan.
2. Attend and ensure Community Bridges’ visibility at all events in association with program and Community Bridges work.
3. Follow work plan and strategy to target specific populations and individuals in Santa Cruz County.
4. Participate in partner meetings to ensure communication and collaboration amongst partners.
5. Provide technical support to agency in preparation for events and or presentations.
6. Maintain accurate records of outreach and education efforts. As needed, will document activity reports, written reports and any additional reporting.
7. Assist and support admin staff in general program work as needed and requested.
8. Perform a variety of general office support activities, such as maintaining files and preparing correspondence, reports, forms, schedules, agendas, minutes, and a variety of other materials from rough drafts or brief notes.
9. Use a variety of standard office equipment.
10. Use a computer to prepare and/or independently develop a variety of documents,
including correspondence, reports, memos, brochures, flyers, program procedures; copies and distributes as necessary.
12. Develop educational materials and conduct educational workshops and presentations with the support of the Marketing and Communication Director.
14. Perform a variety of administrative duties.
15. Work cooperatively with others and independently schedules and organizes own work; make appointments for visits and presentations.
16. Develop and maintain effective working relationships with other agency staff, representatives of funding and community organizations, and the public.
17. Communicate effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
18. Drive a motor vehicle to conduct presentations and outreach.
19. Must support the agency mission and vision. Model Community Bridges’ values.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Knowledge of:
- standard office practices and procedures, including filing, record-keeping, scheduling, and the use of standard office equipment;
- Social services and programs

Skill in:
- reading and understanding complex regulations and procedures;
- interpreting such regulations to a wide variety of people;
- organizing work, setting priorities, using initiative and independent judgment, and maintaining attention to detail;
- preparing from layout to readiness and disseminating educational and informational materials;
- making public presentations and assisting in coordinating workshops;
- dealing tactfully and effectively with stakeholders, and being sensitive to their needs and concerns; and

OTHER REQUIREMENTS:
- Must possess a valid California Driver’s License, have use of a reliable motor vehicle to conduct site visits, and be insured.
• Must be able to work at a computer for full workdays; some routine lifting and reaching requirements with home visits and workshops.
• AA required or BA in process preferred.
• Must be able to lift up to 25 lbs.
• Bilingual English/Spanish required, biliterate preferred.
• Must be cleared by the Department of Justice through fingerprinting.
• Must have and maintain a satisfactory driving record as demonstrated by current K-4 DMV printout.
• Must provide completed COVID-19 vaccine card

We screen all applicants, require background checks and live scan on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.

UNION:
The Outreach Liaison position is represented by the SEIU bargaining unit.

RATE OF PAY & HOURS:
• This is a regular, non-exempt, 40 hr/wk position.
• The position will be offered from $18.54-$23.14/hour, depending on education and experience (plus a .40/.10 per hour bilingual/biliterate differential after passing a test administered by the HR department).
• This position is typically Monday through Friday but will be required to occasionally work evenings and/or weekends for program workshops and trainings.
• The position requires the employee to work on and off site as needed.

BENEFITS:
• For employee: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at $9,485.04/year
• First year: 16 vacation days and 10 holidays, with accrual based on 40 hr/wk.
• Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
• May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
• 401(k) Retirement Plan: Agency matches employee contribution up to 4% of annual salary, effective during open enrollment period.
• Flexible Spending Account (FSA).
• Dependent Care Reimbursement Program.
• Paid lunch.
TO APPLY:

- Please submit the following documents by email (hr@cbridges.org), fax (831-688-8302), or in person:
  - Community Bridges application.
  - K-4, driving history report from the DMV, printed in the last 30 days.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: https://communitybridges.org/employment/
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY ORGANIZATION
Interns shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.