



## **Community Outreach Specialist**

**Job Type:** Limited-Term, Grant-Funded Extra-Help (approximately 1 year)

**Hours and FTE:** This an hourly position anticipated at an average of 15 hours per week (.375 FTE). Weekly hours will vary based on workload and agency need.

**SALARY RANGE**

\$26.35-32.02 Hourly

**OPENING DATE:**

**CLOSING DATE:**

Continuous

**DESCRIPTION:**

First 5 Yolo is recruiting to fill one limited-term, grant-funded, extra help Community Outreach Specialist position to be filled at .375FTE. This is a non-benefitted position.

The selected candidate for this position will provide community outreach and administrative support to the First 5 Yolo Executive Director and Systems Integration and Implementation Officer. Specifically, the selected candidate will support First 5 Yolo's initiative, Welcome Baby, which provides early postpartum support for families in Yolo County. First 5 Yolo is an agency of the County of Yolo whose mission is to assist the community to raise children who are healthy, safe, and ready to learn. The position will be hybrid remote with the expectation of work at multiple community sites within Yolo County. Evening and weekend hours will be required, as needed. This is a single position, at-will appointment that serves at the pleasure of the Executive Director.

**Definition:** Under general supervision and working closely with the Systems Integration and Implementation Officer, the incumbent performs community outreach work involving attending local outreach events, developing outreach materials, developing and posting social media content, identifying local events and outreach opportunities, enrolling eligible families into the Welcome Baby program, and performs administrative support functions including preparing and/or editing documents, presentations, and infographics; and other duties as assigned.

**Distinguishing Characteristics**

This position provides primary support to the Systems Integration and Implementation Officer who is responsible for overseeing the Welcome Baby home visiting initiative and home visiting coordination efforts. The incumbent must have excellent communication skills, administrative skills including MS Office Suite (Word, Excel, PowerPoint, Publisher, etc.), be comfortable on social media platforms, experience working with multicultural and diverse populations, an ability to work cross-functionally, and sound judgement.

The ideal candidate will have excellent organizational skills, be a self-starter and display sound judgment.

## **ESSENTIAL FUNCTIONS:**

Typical duties include but are not limited to the following tasks:

- Works with service providers and other partner agencies and community members to promote Welcome Baby
- Attends and participates in local community events (weekdays and weekends), including the set-up of tables, displays, and other items.
- Understands Welcome Baby services and eligibility to engage community members and enroll clients
- Engages with and increases audience on social media
- Creates social media content and outreach materials in line with the goals set out by the Systems Integration and Implementation Officer
- Distributes and restocks promotional materials within the local community and health care agencies
- Identify and track community events for outreach opportunities
- Provide information regarding activities, services and resources available through First 5 Yolo
- Other duties as assigned

## **KNOWLEDGE & ABILITY:**

### **Knowledge of:**

- MS office suite, Canva or similar, and social media platforms
- Engagement strategies for families and community members

### **Ability to:**

- Ability to work effectively with people of diverse backgrounds
- Accomplish tasks and meet deadlines independently
- Interact with community partners and members of the public in a professional manner
- Understand and follow oral and written instructions
- Read and write in English utilizing correct spelling, grammar, and punctuation
- Travel to local outreach events on weekdays and weekends (including evenings)
- Develop material for social media and general outreach

## **EMPLOYMENT STANDARDS:**

### **QUALIFICATIONS**

**Education:** High School Diploma or GED, required; some college preferred; AND

**Experience:** 1-2 years of previous experience working with families, children, and the community; bilingual English/Spanish is preferred

Experience is defined as full-time volunteer, paid employment, or lived experience. First 5 Yolo values understands that lived experience is expertise and encourages individuals with experience navigating social support systems to apply.

**Transportation:** Possession of valid California Driver's License and reliable transportation

### **Equal Employment Opportunity**

It is the policy of the County of Yolo to provide equal employment opportunity for all qualified persons, regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants. Reasonable testing arrangements may be made to accommodate applicants with disabilities or who are unable to attend a scheduled test due to religious reasons in accordance with the Fair Employment and Housing Act and the Americans with Disabilities Act. Please call the County of Yolo Human Resources Office at (530) 666-8055 at least five (5) business days prior to the scheduled test date to request accommodation. Documentation from a medical doctor, rehabilitation counselor, or other qualified professional will be required.

### **Vaccination Policy**

In accordance with the First 5 Yolo's vaccination policy, to safeguard the health of our employees, customers, and the community at large, all Yolo County and First 5 Yolo employees, volunteers, and interns are required to have or receive the COVID-19 vaccination as a condition of employment. Accommodations may be offered in accordance with the policy and applicable law. Applicants are encouraged to seek clarification on this requirement prior to accepting an offer of employment.

### **Application & Selection Process**

This recruitment is open until filled, and application materials will be reviewed on a continuous basis. In order to be considered, interested applicants should submit a cover letter, resume, and a list of three references via email to Sarah Lin Hartman, Systems Integration and Implementation Officer, at [slhartman@first5yolo.org](mailto:slhartman@first5yolo.org).

Submitted documents should highlight all relevant education, training, and experience and clearly indicate how you meet the minimum qualifications for this position.