



Rural Outreach Coordinator **Strengthening Rural Families** **Rural Parenting and Health Initiatives**

Description:

Promote Strengthening Rural Families' (SRF) mission, initiatives, programs and events. To engage with, educate and mobilize Latino community members in rural Benton County. Act as the primary person to organize and coordinate program events, including translation and interpretation, recruitment and marketing, finding and negotiating use of facilities, working with agencies and event collaborators, advertising volunteer opportunities, assuring necessary supplies, meal preparation and childcare.

Job responsibilities include:

- Continually keep track of community needs related to maintaining healthy families. Conduct community assessments with the assistance of other SRF staff.
- Assist in building relationships with local families, school staff, churches, community groups, local government, and social service agencies that serve the local population in an outgoing, engaged and friendly manner.
- Assist in translation and distribution of promotional and advertising materials for SRF and its partners in the community.
- Recruit participants for classes and programs.
- Communicate with class instructors to assure logistics are in place. Work with instructor throughout class to assure the class is going smoothly and proper paperwork is being completed.
- Recruit and supervise local childcare providers (paid and volunteer).
- Partner with community and coalition partners to connect parents with community resources, as needed.
- Be responsible for class and program evaluations, and other information for grant reporting. Document hours worked, operate within budget and submit receipts for reimbursement.
- Be available on regular basis to answer questions regarding local SRF and partner events, communicate and interpret, as necessary, with families that are registered for events (e.g. reminder calls), and participate in local events to increase community engagement.
- Participate in SRF Community Coordination Team, trainings, community and coalition meetings.
- Other duties as deemed necessary by SRF Executive Director.

Job requirements:

- Must be fluent in Spanish, with excellent communication skills
- Management skills, computer literacy and ability to work independently
- Attention to detail, organizational skills and completion of tasks
- Active involvement in local community, with reliable transportation and proof of insurance
- Must be able to pass an ODE and criminal history check

Pay: Starting at \$14.00/hr, 10-25 hours a week, depending on activity level. Additional hours may be added with the approval of the Executive Director. Eligible for wellness bonus at 30 hours per month.

If you are interested, please send cover letter, resume, and employment application to Paul Smith by email: paul.srf@ruralfamilies.org by **February 15, 2017.**

If you have questions, please call the SRF office at (541) 929-2535. [You can find the employment documents on our website: www.ruralfamilies.org.](http://www.ruralfamilies.org)

Strengthening Rural Families is an equal opportunity employer.