



Position Title: Outreach Assistant

Reports to: Outreach Manager

Position Summary: The Outreach Assistant supports the marketing and communication strategy that promotes Hope Builders' training programs and serves to recruit a robust, diverse pool of applicants. This individual spends extensive time in the Central Orange County community, developing key relationships to meet target admissions numbers. He/she informs and coordinates advertising and media campaigns, establishes and works with youth, police, schools, advocacy groups and community-based organizations. The ideal candidate will be detail-oriented, skilled at building relationships, familiar with the local community, and enthusiastic about Hope Builders' mission.

The Outreach Assistant will be assigned to an established territory of prospective applicants, applicants, and partner organizations covering the cities of: Fullerton, Buena Park, Garden Grove, Santa Ana, La Habra, Placentia, Cypress, and Stanton. You will serve as the face of Hope Builders, providing recommendations on career, educational pathways and programs that empower enduring transformations.

Candidate must be willing to work at least one day out of the weekend per month, and some evenings throughout the week. Candidate will be required to drive to multiple locations throughout the week.

Position Dimensions:

Database & Performance Management

- Input data regularly on all outreach tracking reports to track applicant and outreach activity and conversion statistics; meet applicant pipeline goals
- Ensure data reports are updated on a weekly basis

Social Media, Digital and Print Collateral

- Work with Outreach Manager to curate dynamic content for and maintain a regular presence on Social Media that drives youth and community-based stakeholder interest and enrollment and that supports their ongoing communication with Hope Builders
- Ensure that all materials adhere to brand standards

Outreach & Recruitment

- Maintain existing relationships with the community partners and groups and develop new relationships with grass roots advocacy groups, churches, youth serving organizations, police, probation, etc. to recruit participants
- Lead tours to potential applicants and partners at all locations (801 N Broadway, 810 Poinsettia St N, 100 N Harbor)
- Train and work with current select Hope Builders' youth to conduct site tours and lead community outreach events
- Maintain the current directory of community partners and contacts and design regular outreach campaigns to these contacts



- Maintain the current directory of prospective applicants and rollover applicants and design regular outreach campaigns to these contacts
- Manage and maintain communication with a case load of prospective and rollover applicants to learn and devise unique application plans to strengthen the applicant relationship

Communication

- Prepare youth to serve as Hope Builders' ambassadors
- Represent Hope Builders at community events

Qualifications:

- Excellent oral and written communication skills reflecting solid customer service both in person and over the telephone
- Ability to form and sustain appropriate adult-based relationships
- Effectively assess and execute the following: guiding, supporting, confronting, and advising
- Effectively collaborate with other organizations and schools
- Use time effectively and focus on details
- Ability to collect meaningful data and draw conclusions
- Intermediate level proficiency in MS Word and Excel
- High level of self-management and organization
- Successful completion of background check required
- Must have a valid CA Driver's License, reliable transportation, and meet state required automobile insurance minimums

ADDITIONAL REQUIREMENTS:

Physical Requirements

- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day.

Mental Requirements

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

Essential Values-Based, Leadership and Management Competencies

- Demonstrates competencies in line with the four core values that are the foundation of all activities performed by employees in order to achieve the mission of the Sisters of St. Joseph/ Taller San Jose/ Hope Builders.

Compensation & Work Hours

Salary range related to experience. Full medical, dental, and vision benefits. Additional benefits available including 401(k) retirement plan. Full time position at 40 hours a week with some weekend and evening work required.



This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Taller San Jose may be terminated at will by the employee or Taller San Jose at any time with or without cause and with or without notice.

HOW TO APPLY

Email your cover letter and resume to hr@tsjhopebuilders.org