



“Preserving our culture,
Reaching our potential.”

(617) 506-8150
268 Bowdoin Street
Dorchester

RESOURCE AND OUTREACH SPECIALIST

POSITION SUMMARY:

The Immigrant Resource and outreach Specialist is responsible for outreach, implementing and coordinating programming in Cape Verdean Association’s Immigrant Resource Center. The Immigrant Resource and outreach Specialist will also implement tracking procedures across the organization to collect reporting data and client demographics and collaborate with the Executive Director and Deputy Director of Programs & Partnerships to complete grant proposals and reports.

REPORTS TO: *Executive Director*

ESSENTIAL FUNCTIONS:

Communications and Outreach

- Conduct program outreach and client follow-up within a timely manner, including conducting phone calls, creating and distributing flyers, and conducting home-visits
- Prepare outreach materials to engage volunteers and youth staff in outreach efforts
- Develop and maintain a system of responding and tracking correspondence
- Answer and respond to telephone inquiries, direct calls to appropriate staff as necessary
- Provide administrative and logistical support
- Assist in coordinating and running staff meetings through preparing materials for Board meetings and corresponding with staff as needed
- Work with staff to ensure the Executive Director is prepared and in possession of all materials and information that Staff needs to provide the Executive Director for meetings, conferences and other scheduled events

Programming

- Implement the classes and activities described in the Immigrant Resource Center program description, including a Resource Center, Orientation Class, ESOL Class, Citizenship Class, Voter Registration, and other Resource Classes as applicable
- Coordinate programming and schedules with other program staff
- Assist with implementation of CVAB’s organizing activities

Reporting and Tracking

- Complete relevant grant reports and proposals
- Create and maintain an up-to-date grant timeline and development activity report
- Maintain up to date program demographics
- Implement and oversee program-wide tracking procedures
- Ensure the collection and documentation of all program and outcome data
- Update and maintain a database of client participation in programs across all Cape Verdean Association activities
- Other duties as assigned

QUALIFICATIONS:

- Associates degree required; Bachelor’s degree preferred
- Must have high level of attention to detail
- Must have strong organizational skills
- Must have strong written and oral communication skills
- Must be able to initiate and complete projects independently
- Must have advanced skills in Microsoft Office
- Must have flexibility and ability to thrive in a fast-paced environment
- Must have demonstrate integrity and professionalism

EMPLOYEE REVIEW

This job description was reviewed by _____ on
Print name(s)

Date

Employee Signature

Supervisor Signature