



## Community Outreach Leader Description

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### Overview

HOPE Collaborative (Health for Oakland's People and Environment) is a group of Oakland residents, organizations and agencies working together to improve quality of life, food, and health opportunities for communities in Oakland.

### Position Description

The Community Outreach Leader supports the promotion of HOPE and the work we do in the community. The goal of promoting HOPE to the broader community is to raise awareness of health inequity in Oakland; engage and recruit new members to get involved in projects; and increase turnout at events. This individual is expected to be the point person for co-coordinating and providing outreach support at community events. HOPE will provide training opportunities to Community Outreach leader to build and improve outreach skills.

### Qualifications

- Some experience conducting outreach, speaking in public, and facilitating activities
- Ability to speak to a variety of audiences ranging from youth to staff from community organizations
- Experience using Microsoft Word, Excel, PowerPoint, Publisher and other computer programs
- Proven track record of timely completion of tasks, responsibilities, and attendance
- Ability to work effectively as an individual and as part of a team
- Strong interest in social justice, food justice, and/or healthy neighborhoods
- Bilingual Spanish preferred

### Role and Responsibilities

- Conduct community outreach, phone banking, email blasts, and neighborhood canvassing
- Distribute brochures, event flyers, member applications and other print materials during outreach activities
- Engage local residents, youth, volunteers, and/or community organizations in the work of HOPE
- Build relationship with potential new members/volunteers who sign-up at events
- Connect community members/volunteers to the appropriate staff for engagement in program activities
- Maintain sign-in sheets and other documentation during outreach events
- Attend and co-facilitate meetings including Community Opportunities, project leader meetings, etc.
- Update contact list of volunteers, community members, and project leaders
- Actively seek outreach opportunities related to work
- Support with survey collection and data entry
- Meet with staff on a monthly basis for check-ins and communicate updates on outreach progress

**Estimated time commitment:** Minimum of 8 hours per month

**Stipend:** \$120 per month

**Term:** this is a 6-month position