



Community Development Services

Judith Barris
Executive Director

Ronald C. Loos
Board Chairperson

Alissa Holdson
Director of Community Development

POSITION: Outreach Specialist

RESPONSIBLE TO: Program Services Coordinator

EMPLOYMENT STATUS: Regular, Full-Time

PRIMARY WORK SITE: Community Development Services

GENERAL RESPONSIBILITIES:

Under the direction of the Community Development (CD) Services department, plan and conduct outreach and enroll clients; focused on meeting the goals of the Affordable Connectivity Program (ACP) outreach grant.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Perform community outreach, including special events, health fairs, community events, information tables, and office hours with a focus on ACP;

Plan and implement ACP outreach plan strategies and activities in conjunction with the CD department and community partners;

Effectively communicate relevant program information to community partners and clients;

Identify ways to reach clients and meet grant goals;

Help clients enroll in the ACP and troubleshoot issues;

Assist in referring and connecting customers to services;

Attend community/partner meetings to represent the ACP outreach plan;

Performs timely completion, accuracy, and maintenance of all necessary paperwork, documentation, program reports, and compliance with all applicable internal and external guidelines, requirements, and regulations.

Performs other duties as assigned as they specifically relate to the mission of the Community Development Services and the Ashtabula County Community Action Agency.

4200 State Road, PO Box 2610, Ashtabula, OH 44005-2610

P:(440) 997-6005

www.accaa.org

F:(440) 997-6162

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

SKILLS AND QUALIFICATIONS:

Ideal candidate will have experience in communications, marketing, social or human services, education, or a related field.

Experience delivering information/presentations to diverse audiences.

Proficiently skilled in general computer use. Knowledge of, or ability to master utilization of, all necessary computer software and database programs. Experience with social media desirable.

Capable of planning and organizing work. Position requires excellent organizational and time management skills.

Displays original thinking and creativity and meets challenges with resourcefulness.

Confidentiality in all aspects of program operation must be maintained.

Must be able to follow both verbal and written directions and have the ability to work as a team member with direct services and community partners and demonstrate a professional attitude.

Must have available and reliable transportation. Must be able to travel to locations inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

At times, evening and weekend hours may be required.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

Position requires ability to bend, climb stairs, and lift up to 40 lbs.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

Must comply with ACCAA Drug Free Workplace policy.

Bilingual preferred, but not a requirement.

Signature

Date