

**Coalition for Hispanic Family Services**  
**Community Center Programs**  
**Job Description**

**Position Title:** Outreach Coordinator

**Program:** Beacon Center for Arts & Leadership- Bushwick, Brooklyn

**Reports to:** Site Director

**To Apply:** Submit a resume and cover letter with qualifications to John Stanesco, Director of Community Center Programs, at [jstanesco@hispanicfamilyservicesny.org](mailto:jstanesco@hispanicfamilyservicesny.org)

**AGENCY SUMMARY**

The Coalition for Hispanic Family Services is a non-profit community-based organization serving children and families of North Brooklyn and Queens. Services include foster care, adoption, youth development, family support, mental health, internships, community building and after school education.

**PROGRAM SUMMARY**

CHFS's Cornerstone and Beacon centers are educational, recreational, and social community center programs located in the Williamsburg and Bushwick neighborhoods of Brooklyn. The centers offer free and fun after school, summer camp, evening and weekend programs that prioritize family and community, and focus on building values, skills, and relationships through a strengths-based approach.

**POSITION SUMMARY**

*Full or Part Time-- Must be available evenings and weekends. The Outreach Coordinator provides outreach and administrative support to all aspects of the Beacon program. The Outreach Coordinator oversees recruitment and retention efforts, resource coordination, and outreach activities in the respective school, the larger agency, and the local community.*

**ROLE AND RESPONSIBILITIES**

- Create and revise yearlong recruitment and retention plans, including and calendar of outreach and recruitment events and activities, as well as incentive plans.
- Assist with data entry and monitoring to ensure enrollment, participation, and attendance goals are met for all age cohorts.
- Carefully monitor dosages and hours of participation accrued toward benchmarks for all age cohorts, and proactively develop and implement plans to address any issues.
- Conduct regular outreach and recruitment during parent-teacher nights, lunch periods, community meetings, etc.
- Conduct regular recruitment efforts offsite at other neighborhood schools and places of congregation, including (but not limited to) parks, playgrounds, local stores, etc.
- Collaborate with neighboring schools, other agency departments, and additional local resources.
- Meet with Parent Coordinators of local schools on a monthly basis to support collaboration and referrals to the program.
- Create and maintain a list of community partnerships, including workshops, resources, and supportive services.
- Refer families and participants to additional services and resources as necessary.
- Implement all safety, security and emergency policies and procedures per CHFS, NYCHA, DOH and/or DYCD regulations

- Share responsibility for supervising evening and weekend programming, including staff.
- Respond in a timely manner to parents, colleagues, and staff; immediately during emergencies or at a supervisor's request.
- Draft incident reports and report other items per DOH/OCFS, DYCD and CHFS requirements.
- Teach classes and activities as needed, and fill in for classroom staff as needed to maintain ratios.
- Assist in the planning, organizing, and leading of trips
- Collaborate on a wide range of community projects and special projects as needed.
- Attend supervision meetings and professional development trainings as assigned.
- Communicate effectively via email and in person.
- Co-host a monthly community advisory board and successful youth advisory council
- Complete any tasks deemed necessary by the Director.

## **QUALIFICATIONS**

- Fluent Spanish and English is highly desirable.
- Must have a passion for working with youth and families, and a strong commitment to working in under-resourced communities.
- Must possess a “can-do” attitude and a spirit of positivity and resiliency.
- Must be committed to creating a welcoming, safe (emotionally and physically), respectful, and inclusive environment for all individuals.
- Must be a true “people person” and feel comfortable approaching and engaging people of all ages.
- Must have a High School Diploma, minimum of one year of similar experience, and an ability to obtain all required clearances and background checks.
- Must be able to participate in required trainings and mandated professional development workshops.

## **COVID-19**

Please note that due to New York City's ongoing response to the COVID-19 pandemic, all position details are subject to change as new guidance emerges from the Department of Youth and Community Development, Department of Education, Department of Health, and other governing entities.

As of 9/27/2021, all staff are required to have received at least one dose of the COVID-19 vaccine by order of the NYC Health Commissioner.

## **SALARY**

*Commensurate with experience.*