

JOB ANNOUNCEMENT

LA CASA DE
DON PEDRO

EMPOWER AND REVITALIZE

Outreach Coordinator (\$17.58)

Working to make a difference since 1972, **La Casa de Don Pedro** has been building healthier communities, empowering tomorrow's citizens, educating vulnerable children, and ensuring families receive the support they need, no matter what they face.

DESCRIPTION:

Are you interested in a **full-time, hourly** position with a generous benefits package? If so, look no further!

We are currently searching for someone who **enjoys interacting with clients, works independently, able to multitask in a fast paced environment** is passionate about serving the Essex County community, and is able to work at our **317 Roseville Avenue** location.

Apply now so you can become part of our ever growing organization.

KEY DUTIES:

- Assist participants with their enrollment applications, verify supporting documents and review discrepancies in accordance with company and program policy.
- Enter information into program database, verify accuracy of data, and successfully complete all applications to the point of approved certification.
- Perform communication duties such as greeting clients and visitors, answer and transfer phone calls, and review paperwork.
- Responsible for outreach with the goal of increasing awareness of La Casa programs and services in the community and increasing participant numbers.
- Provide accurate agency program information and arrange appropriate referrals to other programs and agencies to applicants and visitors.
- Conduct home visitations.

La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.

To learn more about our organization, please visit our website: www.lacasanwk.org

HOW TO APPLY:

Email your cover letter and resume to

cidrecruiting@lacasanwk.org

Only candidates being considered for an interview will be contacted

QUALIFICATIONS:

Must be fully COVID-19 vaccinated by first day of work

Associate or Bachelor's degree with minimum 3 years of relevant work experience or training

Excellent organizational and public communication skills with ability to speak and write in English and other languages a plus

Driver's License a must and good driving record

Computer skills using Microsoft Office and other data

SCHEDULE:

Monday - Friday

9am – 5pm

ON SITE WORK

Schedule may vary accordingly to meet division's needs