



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** BHD Community Outreach Specialist

**Open Date:** April, 2024

**Closing Date:** Until filled

**Pay Range:** \$22.00 to \$29.00 Per Hour

### **Job Purpose**

A Community Outreach Specialist is responsible to engage and educate the community about the organization and its goals. The duties include but not limited to acting as a liaison with community partners to further the organization goals, take part in community fundraising events and identify a respective sponsor list, recruitment of potential clients, and volunteer recruitment.

### **Duties and responsibilities**

- Develop and implement outreach strategies by organizing virtual workshops, events, and education/ training programs to increase community awareness about our organization and programs/projects
- Write content pieces, press releases, announcements, and newsletters, to inform internal staff and the public about organization's projects, services, and upcoming events
- Collaborate with public relations/development team to ensure community outreach and engagement activities are consistent with our brand and organization's culture
- Draft and submit reports, presentations, and pitches for related projects
- Conduct street/community outreach events on a weekly basis
- Create and distribute outreach materials
- Document each outreach contacts during or after each outreach excursion
- Responsible for tallying monthly outreach contacts and completing reports
- Conduct educational presentation and workshop on health-related topics at schools and community locations
- Develop and sustain positive relationship with a range of people, including community leaders, local groups and organizations, and local authorities
- Working as part of a team to support and sustain community-led action around issues related to health and wellbeing
- Working as part of a team to organize and hold events that draw in and involve local residents and partners
- Supporting face-to-face, online and print communication and marketing activities



## Qualifications

- A bachelor's degree in communications, design or a related field or equivalent experience. Two years of relevant experience.
- Comfortable and knowledgeable of the health care and behavioral health industry
- Strong presentation skills
- Experience of using creative platforms for community engagement, such as design, art, photography or video
- Experience of producing deliverables for a range of audiences, including reports, presentations and blogs.
- Capability to work professionally with many constituencies, personalities and workstyles (e.g., staff, partners, participants, vendors, donors, and volunteers) to meet deadlines
- Willingness to learn and adapt in a fast-paced environment
- Ability to work in a team environment and independently. Must be flexible in a fast-paced setting and able to work under deadline pressure with multiple priorities
- Ability to build and maintain positive relationships and actively contribute as a member of working teams to achieve results
- Must be customer service-minded in the interaction, planning and execution of all projects
- Strong organizational skills and ability to multi-task
- Strong communication skills, verbal and written
- Ability to work evening and weekend hours as needed
- Must have a valid driver's license and clear Department of Motor Vehicles record. This position requires the employee to drive

**Please send your resume to:**

[cschr@cscla.org](mailto:cschr@cscla.org)

**Subject: BHD Community Outreach Specialist**

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities.**