

**Community Engagement Coordinator**

**GENERAL INFORMATION:**

Hiring Organization: Hispanic Outreach of Goodhue County

Web Site Address: <https://hispanicoutreach.org/>

Immediate Manager: Executive Director, Hispanic Outreach of Goodhue County

Hourly Position: $18- $20 based on skills and experience

Benefits: Retirement plan, HRA, PTO, plus 11 paid holidays, and short-term disability

Full Time: 40 hours per week

Location: Red Wing, Minnesota

**POSITION OVERVIEW:**

The **Community Engagement Coordinator** provides energy, enthusiasm, knowledge, and leadership in developing and delivering services/projects and community engagement initiatives. This person is responsible for providing direct services; leading the development, planning, and implementation of community projects funded through grants by working with volunteers; and managing strategies for people's engagement in opportunities to support Hispanic Outreach’s mission, vision, values, and strategic focus areas.

The candidates’ job responsibilities will include but not be limited to:

* Delivers direct services to Hispanic clients through navigating systems, resources/referrals, translation/interpreting, advocacy, etc.
* Travel may be required to accompany clients to appointments
* Implements and coordinates community projects
* Maintain client/volunteer management database
* Collaborates with the Executive Director to develop goals & objectives for the client and volunteer services
* Conduct ongoing evaluation of services and community projects
* Work collaboratively with clients, staff, volunteers, and community partners to meet Hispanic Outreach’s mission, vision, and values
* Participate in job-relevant Hispanic Outreach Board committees
* Other duties as assigned

**Required Knowledge and Skills:**

* **Bilingual: written and verbal fluency in English and Spanish required**
* Excellent communication skills, both verbal and written
* Excellent decision-making/problem-solving skills
* Highly organized with the ability to manage multiple tasks with attention to detail and timeliness
* Exceptional interpersonal skills, communication skills, and an ethical mindset
* Self-motivated and able to take the initiative with minimal supervision
* Passion for and deep understanding of the Hispanic community

**Preferred Knowledge and Skills:**

* Computer skills, including Microsoft Word, Excel, and PowerPoint
* Experience with program evaluation planning, implementation, and analysis

**To Apply:**

Become a part of the team that makes a difference in the Hispanic Community!

Please submit your cover letter and resume to Lucy Richardson at lucy@hispanicoutreach.org. If you have questions about the position, feel free to call (715) 495-0193.