



BLU Educational Foundation

POSITION: Community Outreach Associate

PROGRAM OVERVIEW

BLU Educational Foundation sees civic engagement as key to our mission of working with the community for educational, economic, social, and racial justice. The core work of our Civic Engagement Program is developing engaged and informed African American youth, parents and community leaders that can positively influence policy and practices that create environments for educational opportunity and success.

POSITION SUMMARY

The **Community Outreach Associate** will engage parents, students and community members to increase the power, voice and leadership of communities of color to advance educational and social justice. The Associate will conduct outreach to parents, students and community members via phone, email, text and door-to-door canvassing regarding education, college & career access and parent/community involvement in schools throughout the Inland Empire.

RESPONSIBILITIES

- Door-to-door canvassing and phone banking
- Build relationships with parents, students and community members
- Engage and mobilize students, community, and organizations on key issues
- Accurately record information for all outreach contacts and activities
- Manage/maintain accurate records; monitor/track progress and outcomes on a weekly basis
- Complete outreach data reports using MS Excel
- Represent BLU at college and community events
- Assist with and participate in special events/projects as needed
- Perform other duties as assigned

QUALIFICATIONS

- MUST enjoy and be willing to effectively engage with the African American/Black community
- Interest/experience with phone banks, door-to-door canvassing, voter/community outreach
- Excellent written, analytical, and oral communication skills and comfort speaking with strangers
- High level of proficiency in computer programs, software and social media (Microsoft Office programs, Graphics/Layout programs, proficient use of Internet for research)
- Energetic and outgoing personality
- Must carry self in a professional and ethical manner
- Must be well groomed, inclusive of attire and personal hygiene
- Dependability and punctuality a must!



BLU Educational Foundation

REQUIREMENTS

Education: Associates Degree or 60 semester units in social sciences, psychology, education, communications/public relations, or a closely related field from an accredited college or university.

Preferred Education: Bachelor's Degree from a regionally accredited college or university

Experience: Must have demonstrated work experience, confidence and success in working with African American youth, families and communities of color.

AND

One year of experience in fields related to mentoring, youth development, advising, teaching, counseling, or leadership development.

Candidate must pass TB test, criminal background check, have personal transportation available for job related travel, valid California Driver's License and automobile insurance.

SALARY AND BENEFITS

This is a part-time position with an hourly rate of \$14-\$17 per hour. Benefits are not included.

WORK SCHEDULE

Typical Hours: Mon.-Thu. 3pm-8:30pm, Sat. 9am-2pm (as needed)

Will include some weekends. Hours may vary depending on the needs of the organization.

APPLICATION PROCESS: This position will be available immediately. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

How to Apply: Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include qualifications, experience and desire to work with African American voters, parents and young adults, and future career/educational goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company/Organization, and phone number

Please send cover letter, resume and references to: **info@BLUedfoundation.org**
For information, please visit www.BLUedFoundation.org