



Position | Outreach Specialist (Part-time)

Program | Empowering Families Project (EFP)

Reports to | Zeida Forrest, EFP Implementation Manager

Summary | The Outreach Specialist is responsible for engaging the community via presentations, direct outreach, and cultivating relationships. These efforts will lead to enrollment in the Empowering Families program, a free healthy relationship and financial empowerment program for couples. The right candidate for this role will be able to communicate genuine care and interest in families, as well as be able to persuade participants to commit to the program.

Responsibilities and Duties |

- The Outreach Specialist will be responsible for recruiting couples into a research study that provides healthy relationship and economic support services.
- The Outreach Specialist will contribute to the goal of enrolling at least 182 couple participants per grant year. This may include direct recruitment of potential couples, developing and maintaining community-based organization referral systems, calling and texting potential participants to schedule intake appointments, and finding/registering for events.
- Coordinate and perform public presentations with community organizations, and must be able to engage an audience through public speaking.
- Participate in regular program meetings, supervision, trainings, committees, and will be expected to follow all policies for the agency and the Empowering Families Program, including federal grant guidelines.

Requirements | Bilingual English/Spanish preferred; Must have own transportation, a valid Texas driver's license, and auto liability insurance; Ability to work nights and weekends

Experience | One year experience recruiting couples or families for similar organizations preferred; previous experience with diverse and low-income populations. Extensive knowledge of the community, sales, and direct marketing experience preferred.

Salary/ Compensation Package | \$16-18/hour for anticipated 10-15 hours per week, often nights and weekends.

Submission Instructions | Please submit your resume and cover letter to Zeida Forrest at ZForrest@theparentingcenter.org. Include "PT Outreach Specialist" in the subject line. Only electronic submissions will be accepted.

Submission Deadline | Submissions considered on a rolling basis until position is filled.