



TITLE: **OUTREACH COORDINATOR**

DESCRIPTION:

The Outreach Coordinator is responsible for conducting outreach to targeted communities, providing career awareness education, and screening and assessing applicants for the Technical Opportunities Program. The Outreach Coordinator reports to the Program Manager and works closely team members to ensure that women recruited to the program are referred to appropriate services.

DUTIES:

1. Establish referral relationships with community organizations and other recruitment partners including One-Stop, Department of Human Services and Illinois Department of Employment Security offices.
2. Lead development of recruitment materials including event flyers and career education tools.
3. Represent Chicago Women in Trades at career fairs and other recruitment events.
4. Conduct weekly information sessions.
5. Organize and coordinate recruitment for orientation/job fairs including distribution of flyers, mailings, advertisements, public service announcements and social media.
6. Coordinate applicant assessment process and participate in program decision-making process.
7. Create and maintain participant records in both electronic and hard copy form.
8. Provide client eligibility documentation as required for reporting to various funding sources.
9. Facilitate client referrals to case management staff or other services as indicated.
10. Provide training and technical assistance to workforce development agencies, community colleges, and community-based organizations to improve their ability to assess and connect women with nontraditional careers.
11. Additional duties as assigned.

QUALIFICATIONS:

The ideal candidate will have experience in women's employment and training, and will be enthusiastic, creative, assertive and a team player. Excellent oral and written presentation skills, strong organizational skills, experience working with persons of diverse socioeconomic backgrounds, and strong commitment to women's employment equity are required. Knowledge of and experience in the construction industry preferred. Must be able to work flexible schedule that includes some evenings and weekends. Ability to travel throughout the northeastern Illinois area is essential.