

## **FAMILY BRIDGES – Phoenix, AZ**

### **Admin/Community Outreach Coordinator**

#### **DEFINITION:**

Ability to work well with a wide variety of staff and outside contacts. Must be organized, detail-oriented, and able to prioritize tasks in order to meet all deadlines. This position requires the candidate's ability to work well with co-workers and management, follow company policies and procedures for administrative duties. Good judgment and self-motivation is important. Ability to network in a variety of situations and build relationships which benefit the organization.

#### **QUALIFICATIONS:**

Prefer previous experience in an executive position and some college experience. Bilingual in Spanish preferred. Excellent oral and written communication skills required.

#### **JOB DUTIES:**

##### **Outreach**

- Works closely with Family Bridges staff in providing services within COF program.
- Connect with community leaders and stakeholders in region where conference and forum will be held in order to bring awareness of events and programs.
- Promote the AVANCE Leadership Institute to potential stakeholders, community leaders and organizations as appropriate.
- Coordinate meetings between community leaders and Program Manager or AVANCE staff as appropriate.
- Attend and coordinate local outreach events, booths at conferences, networking events, fairs; meet with local stakeholders and community-based organizations across Phoenix.
- Develop a donor base for Family Bridges in order to increase its impact in the Phoenix area.

##### **Administrative**

- Schedules and organizes activities such as meetings, travel, and department activities.
- Organizes and prioritizes large volumes of information and calls.
- Acts as a liaison with affiliates, team members, and outside agencies. Handles confidential and non-routine information and explains policies when necessary.
- Works independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects, at the request of the Program Manager, which may include: planning and coordinating multiple presentations, coordinating direct mailings or calls.
- Supports in maintenance of the department finances. Activities include: copying check requests and sending HR travel reimbursement, documenting credit card.

##### **Other**

- Acknowledge the statement of faith upheld by Family Bridges that is included in the Employee Handbook.
- Utilize healthy conflict-solving skills with co-workers, supervisors internally and externally with outside vendors, partners and contractors.
- Commit to building a positive culture in the organization that blesses every person/uplifts others that crosses their path.
- Communicate concerns in timely and effective fashion.