



Lake Worth West Resident Planning Group, Inc.

Job title:	Outreach Worker		
Department:	BRIDGES		
Reports to:	Outreach Coordinator		
FLSA:	Non-Exempt	FTE: 1	

Job Overview

The position is responsible for supporting The Outreach Coordinator in developing and implementing outreach and marketing activities, campaigns and strategies to promote all Lake Worth West community programs.

Essential Functions

1. Perform outreach in the community including schools, day care centers, super markets, among others.
2. Create and distribute flyers and materials to promote programs and encourage attendance at agency events.
3. Support Outreach Coordinator with planning and organizing the annual Health Fair and other community events.
4. Support Outreach Coordinator implementing community engagement programs (COFI)
5. Facilitate safety workshops for members.
6. Print reports to monitor retention, immersion and saturation.
7. Attend trainings and Outreach meetings, as required.
8. Enter outreach data into HBDS system.
9. Schedule varies- must be flexible
10. Other duties as assigned by the Executive Director or Site Administrator.

Knowledge/Skills/Abilities

1. Valid Florida Driver's License
2. High School diploma required
3. Bilingual English/Spanish required (Speaking and Reading)
4. Certified Child Care Seat Technician (preferred)

Working conditions

The position functions in an office environment. Some local travel required to for outreach, meetings, trainings and events.

Physical requirements

This is a largely sedentary role, however, some lifting of office supplies and outreach materials up to 20 pounds may be required.

Employee acknowledgement of receipt: _____

Date: _____