

<b>Job Title</b>	Outreach and Resource Coordinator
<b>Employer/ Agency</b>	Alliance for Multicultural Community Services
<b>Job Description</b>	<p><b>Description:</b> The Outreach &amp; Resource Coordinator will primarily be responsible for liaising with governmental entities, partner agencies, and relevant stakeholders to support limited English proficient (LEP) individuals and communities affected by Hurricane Harvey to access services and resources in order to achieve recovery and self-sufficiency.</p> <p><b>Main duties include:</b></p> <ul style="list-style-type: none"> <li>• Represent the Alliance with governmental agencies, VOADS, LTRCs, and partner agencies at meetings</li> <li>• Coordinate efforts and serve as a point of contact for partner organizations and affected communities</li> <li>• Identify severely affected areas and isolated pockets of communities</li> <li>• Coordinate outreach events</li> <li>• Stay current on available resources and services for Harris County</li> <li>• Update Resource Guide on a weekly basis</li> <li>• Have an understanding of how to improve service quality for the benefit of clients</li> <li>• Create flyers and outreach materials</li> <li>• Compile clients success stories and highlight program milestones</li> <li>• Prepare and submit reports as required</li> </ul>
<b>Qualifications</b>	<p><b>Required Qualifications and experience at this Level</b></p> <ul style="list-style-type: none"> <li>• Bilingual, bicultural preferred</li> <li>• Experience working in areas of disaster recovery and/or advocacy</li> <li>• College degree or equivalent experience</li> <li>• Ability to work independently and as part of a team</li> <li>• Willingness to work flexible hours</li> <li>• Proficiency in Microsoft Office and social media</li> <li>• Strong attention to detail, meet deadlines and follow up in a timely fashion</li> <li>• A demonstrated commitment to humanitarian issues, particularly as related to refugees, and fostering a welcoming community.</li> </ul>

<b>Salary/Hours</b>	Monday through Friday, 8:30am – 5:00pm. Some weekend hours may be required. Salary DOE.
<b>Application Method</b>	Apply online at: <a href="https://alliance-multicultural.apscareerportal.com/jobs/726231/apps/new">https://alliance-multicultural.apscareerportal.com/jobs/726231/apps/new</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.