# Outreach Coordinator – Part Time

**Employer/ Agency:** The Landing

**Job Description:** Reporting to the Chief Program Officer (CPO), the Outreach Coordinator is responsible for assisting in the coordination of outreach initiatives. The Outreach Coordinator will participate in 2-4 outreach per week and is responsible for engaging with outreach partners, law enforcement, task force members and stakeholders as necessary. The Outreach Coordinator must have a working knowledge of anti-trafficking organizations in the Houston area and a deep understanding of community resources available to contacts made during outreach.

**Qualifications:**
- Minimum of two years related experience
- Must have strong leadership skills and the ability to steer an outreach team
- Must have strong communication skills and the ability to present training material to volunteers and stakeholders
- Must be able to recognize and maintain confidentiality
- Must pay strong attention to detail and accuracy, including excellence in oral communications to verbalize issues clearly, and concisely
- Must be proficient in using MS Word, Excel, PowerPoint, Outlook, etc.
- Must have strong work ethic and take initiative
- Must possess organizational and planning skills
- Must maintain appropriate boundaries
- Must manage time appropriately and effectively
- Must ensure deadlines are met and goals accomplished
- Must have compassion for people in difficult circumstances or transitions

**Salary/Hours:** $15-20 / hr

**Address:** 9894 Bissonnet Street

**City, State, Zip:** Houston, TX 77036

**Contact Person:** Gabbi Campbell

**Telephone Number:** 713-766-1111

**Email Address:** careers@thelanding.org

**Application Method:** Online via www.thelanding.com/apply

**Opening Date:** Immediately

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