**JOB DESCRIPTION**

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| *For Human Resource Use Only:* |
| **Job Title:** | *Outreach Coordinator* |
| **Position Classification:** | *Non-exempt* |
| **Position Type:** | *Full time* |
| **Reports To:** | *Program Manager* |
| **Location:** | *Salem, OR* |
| **Contract:** | *Youth Outreach Services* |
| **Security Requirements:** | *N/A*  |
| **Education Requirements:** | *High School diploma required* |
| **Years of Experience:** | *Must have 1+year of relevant experience* |

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| *For Advertisement:* |
| **Job purpose**This program is responsible for the development, planning, implementation, and administration of the youth outreach program concerning family and quality of life issues while a family member is in the military life cycle (recruit, train, deploy, retire, survivor benefits for family). The goal is to keep the families of mobilized/deployed or separated members connected, and to facilitate a smooth readjustment during the reunion phase.**Duties and responsibilities*** Respond to families who need community resources.
* Meet with different facilities (after school programs, day care facilities, early education facilities, and child counseling centers) monthly to continuously seek to help families, youths, and children.
* Coordinate appointments with families (virtual meeting, face-to-face, phone call, etc.) based on family needs.
* Follow-up with families after resource appointments to ensure action items are met and support is not currently required.
* Develop, coordinate, and communicate marketing and education material for deployed personnel of all branches and their families during the three phases of the deployment cycle (Pre deployment, Deployment and Post deployment).
* Update, maintain, and disseminate age-specific materials for child (0-5 years) and youth (6-18 years) of deployed service members through networking with families and the listed military resources.
* Prepare and post updates on Youth activities, resources, and opportunities on the child and youth Facebook page in conjunction with the Child and Youth personnel on a monthly basis.
* Update the bulletin boards located at the SMFS armory locations (8 in total) with current information and resource listings within one month of new information coming available or quarterly whichever is sooner.
* Work with the Child and Youth Program Lead to assist with six Teen Panel Events (e.g. Symposium, Youth military ball and other teen lead events) per year.
* Coordinate and gather information regarding DoD subsidies for family day care and find facilities that meet Early Childhood Education Program guidelines.
* Provide updated information regarding the child-care aware program to the SFMS staff.
* Visit each SMFS office location quarterly to determine regional resource needs or resolve inquiries with regards to youth outreach services.
* Support requests for information regarding youth resources to all branches and components located in Oregon. Respond to requests via phone, email, or site visit.
* Conducts up to 30 presentations across the State of Oregon regarding education and resource availability for youth. Shall be required to present training and information briefings. Provide options to local units in accomplishing the objectives of youth programs.

**Qualifications*** Must be able to utilize Microsoft Office Suite, specifically Word, excel, and PowerPoint without training or direction.
* One (1) year practical experience in youth services; experiences include but are not limited to direct interaction with teens and youths in a program atmosphere, youth related community centers, volunteer services within communities with management of youth events operations or management of childcare centers.
* Experience/capability in public speaking and working with multiple outside childcare and school agencies both in-person and in a virtual environment.
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| Approved By: |  |
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| Reviewed: |  |