



**Position Title: Outreach Assistant**

**Reports to: Outreach Manager**

**Position Summary:** The Outreach Assistant implements the outreach strategy that promotes Hope Builders' training programs and serves to recruit a robust, diverse pool of applicants. This individual spends extensive time in the Central Orange County community, developing key relationships to meet target admissions numbers.

**KEY RESPONSIBILITIES:**

***Database & Performance Management***

- Input data regularly to CRM to track outreach activity and conversion statistics
- Ensure data reports are updated on a daily basis

***Social Media, Digital and Print Collateral***

- Work with Outreach Manager to collect content for and maintain a regular presence on Social Media

***Outreach & Recruitment***

- Meet daily contact rate for assigned portfolio of prospective applicants and community partners
- Represent Hope Builders at community events and meetings
- Help plan and host events
- Host weekly tours of Hope Builders' training programs in Santa Ana and Anaheim
- Train and work with select Hope Builders 'trainees and alumni to conduct site tours and participate in community outreach events
- Maintain the current directory of community partners and contacts and implement regular outreach campaigns to these contacts
- Maintain the current directory of prospective applicants and rollover applicants and implement regular outreach campaigns to these contacts
- Represent Hope Builders at community events

**Qualifications:**

- Excellent oral and written communication skills reflecting solid customer service
- Goal-oriented, driven individual, who thrives under deadlines
- Demonstrated ability to use time effectively and focus on details
- Proficient in MS Word and Excel
- High level of self-management and organization
- Successful completion of background check required

**ADDITIONAL REQUIREMENTS:**

- Must have a valid CA Driver's License, reliable transportation, and meet state required automobile insurance minimums
- Excellent organizational skills; meticulous; ability to self-start
- Strong written and oral communication skills
- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks



- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day
- Demonstrates competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the mission of Hope Builders.

#### **Compensation & Work Hours**

Salary range related to experience. For regular full-time employees, full medical, dental, and vision benefits are offered. Additional benefits available including 401(k) retirement plan with employer match and 401(a). Full time position at 40 hours a week. Candidate must be willing to work at least one day out of the weekend per month, and have rare evenings throughout the week. Candidate will be required to drive to multiple locations throughout the week.



This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.

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**HOW TO APPLY:** Please send resume and any supplemental documents to [HR@tsjhopebuilders.org](mailto:HR@tsjhopebuilders.org)