



Community Outreach Worker (Spanish Speaking) JOB DESCRIPTION

Red Hook Initiative (RHI) is a community center in Red Hook, Brooklyn. RHI believes that social change to overcome systemic inequities begins with empowered youth. In partnership with community adults, we nurture young people in Red Hook to be inspired, resilient, and healthy, and to envision themselves as co-creators of their lives, community and society. We envision a Red Hook where all young people can pursue their dreams and grow into independent adults who contribute to their families and community.

Red Hook Initiative is hiring a part time (**20 hours/week**) Outreach Worker (Spanish speaking) to support the Spanish speaking community in Red Hook with connecting to RHI program and resource offerings. The Outreach Worker will work directly with the Community Relations Manager to provide intake services, referrals, and follow up support with community members. The Outreach Worker will also provide on-site support at community events, posting information to the Red Hook HUB, and coordinating with Red Hook Local Leaders, and the Community Building team overall.

Position: Community Outreach Worker
Reports to: Community Relations Manager

Responsibilities: The responsibilities of the Outreach Worker include but are not limited to:

Outreach:

- Conducting in person outreach with Red Hook residents to recruit for RHI programs, services, and opportunities including phone calls, door knocking, and speaking at community events
- Targeted recruitment for RHI resource and program offerings through phone calls, texting, and in person events

Community events and Programs:

- Planning and implementing community resource events in partnership with the Community Relations Manager
- Host weekly "Community Office Hours" in person

Data management:

- Managing Community Building intake form for direct clients as well as contact lists through Google Sheets
- Managing database of contacts from the Spanish speaking community

Skills, Knowledge and Abilities:

- Outgoing personality with a desire to speak face-to-face with residents, sometimes in or on the premises of their homes.
- Passion for RHI mission and for the community of Red Hook
- Knowledge and basic skill set of: Google Drive and Gmail, Salesforce, Microsoft Word
- NYCHA residents living in Red Hook preferred.
- Proof of ability to work legally in the United States.

Compensation / Schedule:

- 20 hours/ week
- \$20/hr

To apply e-mail resume and cover letter to apply@rhicenter.org with "Outreach Worker" as subject