



## Bilingual Outreach Coordinator

This position will oversee outreach and intake for the Topeka Habitat for Humanity (THFH) repair programs including, but not limited to, *Aging in Place* and *House to Home*. As the first point of contact for THFH's home repair programs, the Outreach Coordinator's role is vital to ensuring a smooth workflow, great customer service, and quality experience. This position works directly with the public. Strong people skills are required. A background in social service and/or working with vulnerable populations is highly desirable. This position is responsible for the recruitment, intake, and support of applicants and clients.

### **Job Duties:**

Serve as a staff liaison to other community organizations, as requested, to gather and disseminate information regarding Topeka Habitat for Humanity's programs.

Review applications, schedule follow-up appointments and coordinate referrals to other social service agencies.

Maintain accurate data and report on data and outcomes for THFH programs.

Work closely with the THFH Repair Manager to develop scope of work, coordinate client goals, and manage repair projects.

Coordinate opportunities and events for clients to benefit from community resources, educational opportunities and sweat equity opportunities.

Work with affiliate leadership in developing new programming, procedures, policies, and strategies to increase affordable housing in our community and equitable access to basic needs.

Work with staff to assist with volunteer needs, communications, and resource development for repair programs. Participates as an active and contributing member of a team to achieve team goals. Works cooperatively with other team members, involves others, shares information as appropriate, and shares credit for team accomplishments.

### **Qualifications and Competencies:**

Must be bilingual in English/Spanish

Valid Driver's License required

Ability to lift and navigate uneven terrain

Proficient in Microsoft Office programs and ability to learn other programs as needed

Experience working with the aging population, people with disabilities, or other social service experience preferred

Excellent communications skills with both individuals and groups

Personal and social awareness of complex systems and structures that promote, support, or facilitate racial, social, and economic injustice and a driving passion to dismantle and rebuild these systems for the benefit of disenfranchised individuals, families, and communities



The ideal candidate will have active support of our core organizational values, which include:

Humility – We are part of something bigger than ourselves

Courage – We do what's right, even when it is difficult or unpopular

Accountability – We take personal responsibility for Habitat's mission

**Safeguarding:** Topeka Habitat for Humanity requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

### **Salary and Benefits:**

Salary range per year: **\$42,000 - \$46,000**

Benefits package includes: generous paid vacation, sick Leave, and holiday pay, retirement plan with a 3% match and medical and dental insurance (following a probationary period)

### **To Apply:**

Submit a cover letter and resume to Nikki MacMillan, [COO@topekahabitat.org](mailto:COO@topekahabitat.org), or via mail to Topeka Habitat for Humanity, 121 NE Gordon Street, Topeka, KS 66608. Applications will be accepted through **November 12, 2021**. Please do not inquire about this position via phone or in-person.

*Topeka Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law*