



**The Family Center (TFC)** is a nonprofit providing behavioral and mental health services, as well as social and legal services, to families affected by illness, crisis and loss. The Family Center has pioneered programming design and research to address the myriad of issues that challenge vulnerable New Yorkers and their families. Please visit our website at [www.thefamilycenter.org](http://www.thefamilycenter.org) to learn more.

The Family Center's is looking for a **part-time Outreach Specialist**, who will play an essential role at the Family Center in developing and implementing outreach strategies to increase program census across the agency. They will represent the agency in various coalitions and networks, initiate and plan partnership meetings, and conduct outreach presentations and activities aimed at both consumers and providers.

### **Primary Responsibilities**

- Work with the supervisor to develop and implement outreach strategies aimed at identifying and recruiting people in need of TFC services
- Conduct targeted outreach activities including, but not limited to, tabling and presenting at community events and distributing outreach materials to various locations
- Assist with planning, recruitment and hosting of outreach and in-reach events and workshops
- Collaborate with Legal and Contracted Services managers to identify outreach priorities and strategies to meet contractual mandates
- Initiate and cultivate relationships with potential referring providers and partner organizations, including managing formal linkage agreements
- Conduct follow-up with potential clients engaged through outreach efforts
- Represent the agency at various coalitions and/or community planning bodies
- Document all outreach and engagement activities and client contact in TFC's EHR and other tracking tools
- Other duties as assigned

### **Required Qualifications**

- Excellent engagement and communication skills
- Attention to detail and follow-up skills
- Excellent presentation skills
- High energy and ability to multitask
- Strong computer skills, including Google Suite and Microsoft Office
- Experience working in social services, public health or related field
- High School Diploma or GED

- Must be able to lift up to approximately 25 pounds and transport outreach equipment and supplies to and from events

### **Desired Qualifications**

- Training and Certification as a NYS HIV Peer Advocate
- Fluency or proficiency in Spanish

**Location:** This position will be based at TFC's office, but is expected to spend the majority of work hours in the field conducting outreach activities. As such, this position is not eligible for hybrid or remote work. Our office is located at 493 Nostrand Avenue, Brooklyn, NY, which is conveniently located steps away from several public transportation options.

**Starting Pay Range:** \$22.00-\$25.00 per hour

**Schedule:** Part-time. Must be available to work occasional evenings and weekends

**Employee Benefits:** The Family Center offers a highly competitive benefits package for employees that **work 20 or more hours per week**, which includes medical, dental and vision insurance, Long-Term Disability insurance, a 403(b) retirement plan, a pension plan, a Flexible Spending Account (FSA), Life Insurance, commuter benefits, a tuition reimbursement program, paid federal holidays, summer Fridays and other early leave days throughout the year, a generous vacation policy, and extensive professional training and development opportunities.

The Family Center is a registered 501(c)(3) nonprofit, and is an eligible employer for the Public Service Loan Forgiveness Program.

At The Family Center, we are dedicated to creating a positive work environment for our team. We value relationship-building and collaboration within and across its departments. We also greatly value and appreciate our team members, their well-being and work-life integration. We strive to create a workplace where staff feel supported and receive ongoing coaching, training and opportunities for growth. The Family Center is also committed to diversity, equity and inclusion (DEI) and has a DEI program that all team members have the opportunity to participate in and contribute to.

### **How to Apply**

Please email your resume and cover letter to [jobs@thefamilycenter.org](mailto:jobs@thefamilycenter.org) and put "Part-time Outreach Specialist" in the subject line. In your cover letter, please include where you found this job posting. Applications will be accepted on a rolling basis. Applications submitted without a cover letter will not be considered.

The Family Center appreciates the time that candidates put into their applications, and carefully reviews each one. Due to a high volume of applicants, however, the Family Center is only able to contact those candidates that are selected for further consideration.

### **Equal Opportunity**

The Family Center is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.