

Boys & Girls Clubs of Mercer County

Latino Outreach Coordinator

Salary Range: \$19-22/hr

Weekly Hours: 15-20 hrs/week

The Latino Outreach Coordinator is a key member of the Club's team. The Coordinator works with both the program and fundraising team to connect Club programs and services to the greater Trenton Hispanic/Latino community. This includes recruiting staff, program registrations, event participation and donors.

Major Responsibilities

- **Program Registration:** Is the point person in getting information about Club programs and services into the Hispanic/Latino community through face to face visits, posting flyers, emails and social media. (40%)
- **Staff Recruitment:** Is the point person in getting information about Club employment opportunities into the Hispanic/Latino community through face to face visits, posting flyers, emails and social media (40%)

Secondary Responsibilities

- **Connecting potential donors to the Club:** To support the increased participation of Hispanic and Latino participation in Club programs, the Club needs to increase our annual fundraising efforts. The Coordinator helps connect the Club to the Hispanic/Latino community stakeholders who can support this effort (10%)
- **Bi-lingual communications materials** Supports the Club's ability to provide bi-lingual materials to inform the Hispanic & Latino communities about Club programs and services.. (10%)

Qualifications, Skills and Abilities for Position

A minimum of three years experience in marketing, project management, and/or community engagement..

- Speaks Spanish fluently
- Excellent writing and verbal communication skills.
- Ability to multitask in a fast-paced environment and have general skills in many areas of development
- Outgoing personality with the ability to interface with parents, teens, community leaders, volunteers, donors and staff members to build strong personal relationships.

Disability Specifications - Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; use fingers and hands to type or write; reach with hands and arms; talk or hear; taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally required to lift, transport items that may weigh 25 lbs. or less.

Work Environment:

This position is performed in a traditional office environment and at Club sites, and may require attendance at evening and weekend events. Occasional domestic overnight trips to attend business meetings, conferences, and related professional events may be required.

The Boys & Girls Club of Mercer County is an **Equal Opportunity/Affirmative Action** employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or other characteristic protected by law.

Send cover letter and resume to

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