

Outreach Coordinator Job Description

Job Title: Outreach Coordinator

Employment Type: Part-Time

Location: Stockton, CA

Reports To: Program Director

Hours: 20-32/week

Salary Range: \$23 - \$27/hour

About Concrete Development Inc. (CDI)

Our mission is to Equip violence-impacted individuals (the Concrete) with life-sustaining tools that Empower and Educate them to Engage in self-healing, self-development, and self-advocacy.

Position Overview:

CDI's Outreach Coordinator supports the organization's visibility, recruitment efforts, and community partnerships. This role builds relationships with individuals, organizations, and agencies that align with CDI's mission. The Outreach Coordinator engages with program participants, supports promotional efforts, and represents CDI at community events. They will work closely with the Program and Operations teams to ensure successful implementation of outreach strategies, follow-up communications, and visibility across diverse platforms and spaces.

Key Responsibilities:

Community Engagement

- Canvassing, community outreach and engagement
- Connecting community to CDI's programs and resources
- Building and maintaining relationships with schools, community organizations, and referral partners
- Representing CDI at community events, resource fairs, and outreach opportunities
- Supporting programming and community engagement events
- Supporting intake efforts for youth and adult participants by collecting interest forms and initial documentation
- Collaborating with staff to identify recruitment goals and make referrals

We haven't dug deep enough until we hit the Concrete.

Communication & Follow-Up

- Maintaining contact lists and outreach logs
- Scheduling and conducting follow-ups with interested participants or partners
- Supporting social media and communications team by collecting photos, testimonials, and outreach content
- Ensuring accurate and timely updates are communicated to relevant team members

Qualifications

- High School diploma or equivalent (some college preferred)
- 2-4 years of experience in community engagement, outreach, or organizing roles
- Strong verbal communication and relationship-building skills
- Personable and outgoing to be the public face of CDI
- Experience working with youth, families, and/or system-impacted communities
- Basic proficiency with Google Suite (Docs, Sheets, Calendar, Drive)
- Ability to work collaboratively with a team and independently
- Strong sense of initiative and follow-through
- Bilingual Spanish is a plus

Requirements

- Must have a valid California Driver's License and current proof of insurance
- Must have reliable transportation to attend off-site events and outreach
- Must be available for some evenings and weekends as needed
- Must pass background clearance for juvenile and correctional facilities if applicable

For More information - email info@concretedev.org.

Application Process: Submit Resume and Cover letter to info@concretedev.org by August 15, 2025 at 5:00PM. Write "CDI Outreach Coordinator Application - Name" in the subject line.

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