



## Community Outreach Specialist (Bilingual English/Español)

Reports To	Executive Director
Status	Full-Time, Exempt
Salary	Starting at \$40,000

### **PURPOSE**

The Clarke Square Neighborhood Initiative seeks a highly motivated, bilingual community outreach specialist who will serve the Clarke Square community by building strong relationships with residents, engaging volunteers in our activities, and ensuring that the neighborhood is aware of the various initiatives and resources available to them. The responsibilities for the community organizer are:

- Building and maintaining relationships with community members, leaders, groups, and stakeholders
- Communicating and promoting the events and plans of the nonprofit to the community through various channels, such as social media, newsletters, flyers, etc.
- Organizing and facilitating neighborhood events, such as celebrations, neighborhood cleanups, workshops, and community celebrations
- Recruiting, training, and supporting volunteers and leaders to participate in and lead community activities
- Collecting and analyzing feedback and data from the community to identify their needs, interests, and challenges
- Collaborating with the nonprofit staff and partners to develop and implement strategies and solutions that address the community's issues and goals

### **QUALIFICATIONS**

- A bachelor's degree in social work, community development, urban studies, or a related field, or equivalent experience
- At least two years of experience in community organizing, outreach, or engagement

- Excellent communication, interpersonal, and presentation skills in English and in Spanish
- Strong leadership, teamwork, and problem-solving skills
- A high level of creativity, initiative, and enthusiasm
- A deep understanding of and commitment to the community's culture, values, and needs
- A City of Milwaukee resident

## **WORK SETTING**

This position requires a considerable amount of time in the community. The Community Outreach Specialist will meet with the executive director weekly, but outside of working in the community, will work remotely.

## **HOW TO APPLY**

For full consideration for the position, please:

1. Fill out and submit this [form](#).
2. Email your resume to: [info@clarkesquare.org](mailto:info@clarkesquare.org)

The application will be open until the position is filled.

*The Clarke Square Neighborhood Initiative is an equal opportunity employer, and we strongly encourage people of color, women, members of the LGBTQIA+ community, and others who identify with institutionally excluded groups to apply*