

**Job Title:** Community Outreach Coordinator

**Job Type** Full-time, from home and out in the community

HOSTS for HOSPITALS (HfH) is a nonprofit agency entering its 25th year of providing deeply discounted lodging and support at volunteer-Host and Private-housing as a caring response to the housing needs of patients and their families who come to the Greater Philadelphia area for specialized medical care. We are looking for a dedicated and experienced Community Outreach Coordinator to further our agency goal of providing lodging to ever-more patient-families in need.

**Job Description and Responsibilities:**

Reporting directly to and in collaboration with the Executive Director, the Community Outreach Coordinator will organize an array of program services among a wide variety of stakeholders for the purpose of having people offer patient-family lodging and help spread word of the opportunity to do so:

- Formatting and implementing presentations for various targeted audiences
- Planning and executing having a HfH presence at a wide variety of community events
- Recruiting and managing volunteers and ambassadors for participation in program services
- Developing and maintaining ongoing, positive relationships with community stakeholders
- Developing and maintaining ongoing partnerships with local businesses, places of worship, neighborhood associations, parallel nonprofit agencies and other civic & community groups
- Coordinating in-take visits at Host-homes and other housing properties to orient new housing partners
- Assisting in preparing and updating program outreach materials, including flyers, event materials and social media campaign posts
- Making use of the agency CRM (HubSpot) platform to develop, implement, and monitor on a defined schedule the community outreach plan, including tasks assigned to specified contact owners
- Maintaining accurate records of activities and submitting timely reports as required
- Fulfilling other duties as deemed necessary to meet agency goals and objectives.

**Desirable Qualifications, Knowledge & Skills:**

- Passion to support the mission and goals of HOSTS of HOSPITALS
- Service orientation of actively looking for ways to help people
- Networking skills and ability to develop and maintain relationships
- Ability to self-manage competing priorities
- Ability to think creatively
- Ability to work independently and as part of a team
- Ability to talk to individuals and groups to convey information effectively
- Willingness to travel within the market area of HOSTS for HOSPITALS
- Sales experience
- Strong time management and organizational skills
- Excellent writing skills and attention to detail including proofreading of email and social media posts
- Proficiency in social media platforms and online tools
- Knowledge of MS Office Suite (Word, Excel, PowerPoint, Outlook, Teams) and adept in learning new technologies and software.

- Ability to exercise discretion and good judgment at all times.
- Bachelor's degree in a relevant field or significant relatable practical experience, including the welcoming of guests

### **Working Conditions:**

- Must have automobile.
- Flexibly working evenings, weekends, or attend community events as required
- Must comply with agency health and safety protocols, including vaccination policy.

### **Salary and Benefits:**

- Competitive yearly salary from \$55,000- \$65,000 depending upon qualifications
- Flexible schedule
- Paid Holidays, Vacation and Sick Time

### **To Apply:**

Please send your cover letter, resume and answers to the following short essay questions (500 word maximum per question) to [jobs@hostsforhospitals.org](mailto:jobs@hostsforhospitals.org). All documents should be submitted in PDF format with the filename containing your first and last name. **No Phone Calls!**

1. Why would you like to join HOSTS for HOSPITALS?
2. What would you bring to HOSTS for HOSPITALS that is unique?
3. What does it mean to you to put the needs of others first?
4. What are your Core Values?
5. Please list a few examples of the activities you were involved with and how you used your outreach/networks to make them successful

### **Organizational Statement**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management reserves the sole right to modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type. Employment at HOSTS for HOSPITALS is strictly on an at-will basis. We are an Equal Opportunity Employer.