



JOIN OUR TEAM AND MAKE A DIFFERENCE!

“Action Inc is a non-profit organization dedicated to developing pathways out of poverty in Southwest Montana through innovative, community-based, collaborative approaches.”

COMPETITIVE COMPENSATION AND BENEFITS!

Outreach/Community Development Specialist
Employment/FLSA Status: Full-Time/Non-Exempt
Wage: DOE

Position Description:

We are currently seeking an experienced professional to fill the position of Outreach/Community Development Specialist. Through a respectful, constructive and energetic style guided by the objectives of the organization, this position plays an integral role in the administration and development of Community Action programs. The Outreach/Community Development Specialist is responsible for development and implementation of outreach and educational plans for Action Inc.'s energy and housing services. This position will assist in building and sustaining a viable community presence regarding the agency mission and services provided to low-income residents. This position will oversee communication opportunities, work in tandem with management to create strategic communication and outreach plans and events that foster community awareness of Action Inc. services. The Outreach/Community Development Coordinator will also be engaged with development of projects related to housing and other services on behalf of the agency.

Duties and Responsibilities:

Outreach & Education

Develops and implements a comprehensive outreach and education workplan. Conducts outreach through the service area to low-income groups, senior citizen centers, housing complexes, religious organizations and other organizations. During outreach, provides clients, fuel vendors, landlords and other interested persons with information about agency programs; provides information on guidelines, benefits, energy conservation measures, eligibility requirements and the application process. Distributes and collects applications during outreach where possible and makes referrals as necessary. Conducts eligibility activities by mail or phone, schedules and conducts appointments in rural areas and performs home eligibility services for homebound clients. Support management and staff to facilitate acceptance of and alignment with a coordinated approach to communications, outreach and education.

Community Development

Identifies community gaps in programs and services related to housing and other agency services. Conducts research and statistical analysis; offers recommendations on community development opportunities. Identifies, secures and coordinates resources necessary to implement community development programs. Makes recommendations on potential funding opportunities, partnership initiatives and community needs. Liaises frequently with community members, funders, and other stakeholders. Leads meetings and focus groups related to project development.

Qualifications:

Education and Experience

The knowledge and abilities are usually acquired through advanced education in the areas of Human Services, Social Sciences, Business Administration, Planning or Communication, and three years related experience with low-income populations is preferred. Other combinations of education and experience which could provide this knowledge, or these skills and abilities, will be evaluated on an individual basis.

Abilities

Knowledge of project management leading to the successful delivery of events and projects. Excellent written/oral communication skills, including facilitation and presentation, and relationship building. Competent in Microsoft Office programs. Understand the complexities of community and group dynamics and the capacity to effectively build on strengths and knowledge. Show creativity and vision in the development of projects and strategies. Manage multiple and competing demands, shifting priorities, ambiguity, and rapid change.

How to Apply: Apply on our website at <http://butteassistanceprograms.org/careers/>

You may also pick up an application at Action Inc., 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. You may also email application materials to jpaul@hrc12.org.

This Position is Open Until Filled

*Action Inc is an Equal Opportunity Employer
Women, minorities, veterans and individuals with disabilities are encouraged to apply.*