



OUTREACH SPECIALIST

Organization: The AMAAD Institute
Type of Work: Temporary, Part-time | November 2023 – June 30, 2023
Location: Los Angeles, CA

Arming Minorities Against Addiction & Disease (AMAAD) Institute facilitates personalized individual access to programs and services that foster safe and supportive healthy environments for people to live, learn, and develop to their fullest potential. AMAAD was incorporated through a peer-based framework, and over the years has harnessed its collective human and material resources to serve multifaceted communities through transitional housing, Behavioral Health programming, and advocacy, while utilizing an approach that is especially relevant to those whom are disproportionately affected.

AMAAD is seeking a dynamic individual to serve as an Outreach Specialist. The Outreach Specialist will work collaboratively with the Youth Diversion and Development and Training Managers as a social service professional who works directly with the community to promote health and wellness. The successful candidate will have a strong knowledge of the best practices in developing valued relationships with community stakeholders – individuals, businesses, and institutions—to promote organization mission and programs/projects to target groups.

Like all AMAAD employees, the Outreach Specialist should demonstrate a strong commitment to the mission and values of AMAAD and should have substantial expertise in all areas of responsibility. Come join an organization that is approaching a decade of offering quality programming and services for the LGBTQ+ community within South Los Angeles – unapologetically.

KEY RESPONSIBILITIES

Programmatic

- Co-develop and implement outreach strategies by organizing in-person and virtual workshops, events, and educational/training programs to increase community awareness about organization and programs/projects (i.e., COVID-19, MPOX, Opioid, and Impact of stigma and discrimination against LGBTQ+ community; etc.);
- Forge new and maintain existing relationships with community stakeholders (individuals, business, and institutions);
- Organize and coordinate regular in-person and virtual meetings between community stakeholders and AMAAD direct service providers to identify issues and challenges within the community and find effective solutions;

Operational

- Write content pieces, press releases, announcements, and newsletters, to inform the public about AMAAD's projects, services, and upcoming events;
- Respond to questions and concerns from the public using different digital channels (i.e., email and social media);
- Collaborate with communications and training teams to ensure community outreach and engagement activities are consistent with AMAAD brand and organization's culture;
- Draft and submit proposals, reports, presentations, and pitches for all community outreach activities.

AMAAD Organizational Responsibilities

- Demonstrate enthusiasm for AMAAD Institute and a strong commitment to its mission in a manner that is intentionally inclusive of BIPOCs, those with intersectional identities, especially LGBTQ+ and/or gender nonconforming people;
- Be an active team member supporting other staff members;
- Participate in AMAAD satellite teams, based on talent, skills, and interest.

SKILLS AND ABILITIES

- Demonstrated success identifying community needs, developing wellness programs and initiatives, and tracking progress.
- Knowledge of social media and other online communication tools such as Zoom and Microsoft Teams;
- Strong technical experience with project management tools (i.e., Trello, Asana, Basecamp, etc.);
- Flexible, resilient, self-starter with a good sense of humor;
- Must be able to lift 20 lbs.

EXPERIENCE AND EDUCATION

- Two (2) years minimum experience in Community Outreach and/or Public Relations;
- Bachelor's degree, welcomed, or the combination of education, training and experience commensurate with others in this position;
- Ability to work in a high-paced environment with continual distractions;
- Functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology and project management tools.

COMMITMENT:

- Monday through Friday, approximately 29hrs per week, minimum 20hrs per week (occasionally some weekends depending on programming)

COMPENSATION:

- (\$25hr) commensurate with experience and internal equity. All employees are eligible for annual performance-based salary increases. Because we value staff tenure in each role, we do not currently cap salary ranges.
- We offer all part-time employees PTO and accrual leave benefits.

AMAAD Institute is an equal opportunity employer. Black and Indigenous People of Color (BIPOC), and those with intersectional identities, especially Lesbian, Gay, Bisexual, Transgender, Questioning/Queer (LGBTQ+), gender nonconforming people, and allies are encouraged to apply.

HOW TO APPLY

Qualified candidates please email a cover letter and resume to jobs@amaad.org. Please include all documents as one pdf file and use 'Outreach Specialist – Temporary Part-time' in the subject line.