



JOB ANNOUNCEMENT

GRYD INTAKE AND OUTREACH COORDINATOR

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships necessary to thrive. We serve a densely populated, primarily immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

SUMMARY: Reporting to the GRYD Program Director, the Outreach Coordinator works in the local community to identify and recruit youth eligible for the Gang Reduction Youth Development (GRYD) prevention model of practice, arranges for the administration of the YSET to determine eligibility, and works with the leadership team to assign cases to the Case Managers. The Outreach Coordinator will represent the P.F Bresee Foundation and work with the GRYD team to develop and implement initiatives that increase GRYD's visibility within and the surrounding community.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

Community Outreach

- Outreach, identify, and recruit at-risk youth for the GRYD prevention program through schools, local agencies, parents, police stations, DCFS, resource fairs, SNL, and other stakeholders.
- Maintain a calendar of outreach activities, including community events, Community Education Campaigns, workshops, appearances, and other communication opportunities
- Prepare an annual budget for community outreach activities that promote GRYD and Bresee services.
- Nurture new and old relationships with collaborative and referral partners such as school counselors, mental health, non-profit agencies, etc.
- Assist in organizing appreciation events throughout the year that strengthen and cultivate positive relationships with referral sources.
- Represent Bresee as Lead Coordinator for the City's Summer Night Lights initiative, including attending workgroup meetings, directing Youth Advocates to plan and coordinate community activities, promoting SNL to GRYD clients, and engaging with the local community throughout the SNL programming period.

Intake & Referrals

- Immediately contact every potential client & establish rapport with client and family.
- Conduct client and family interviews with genuine empathy and compassion
- Coordinate all aspects of Phase1 implementation, including YSET administration, submission, follow-up, and coordination of the first family meeting with Case Managers.
- Persistently monitor and respond via email, phone, or face-to-face to all potential new client inquiries from referral sources and parents.

Data Entry & Organization

- Maintained a daily record of activities, contacts, and referrals received and provided information as needed for reporting or follow-up.
- Maintain all records and data in an organized manner and input data promptly to aid in reporting and evaluation
- Updating GRYD's ETO, Masterlist, and Bresee's Traxsolutions software with new client profiles.

Strategy Team & Collaboration

- Works with the leadership team to assign cases to the Case Managers.
- Cross-train on all aspects of GRYD scope of work
- Represent Bresee as Lead Coordinator for the City's Summer Night Lights initiative, including attending workgroup meetings
- Direct Youth Advocates to participate in the Summer Night Lights initiative by helping to plan and coordinate community activities; promoting SNL to GRYD clients, and engaging with the local community throughout the SNL programming period

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Must hold Bachelor's degree from an accredited college or university.
- Must be bilingual in Spanish or English and proficient in speaking, writing, and reading.
- Experience working with the public and being able to relate to people of different ages
- Good networking skills, friendly outlook, enthusiasm, and demonstrate a positive attitude
- Strong knowledge of social media and other essential marketing platforms
- Detail-orientated with the ability to manage multiple projects at a time
- Ability to work independently but also as part of a team
- Must have experience working with urban youth and families, demonstrate cultural competency in working with the at-risk youth, and exercise discretion and confidentiality when interacting with clients.
- Must have at least two years of experience in outreach and recruitment
- Must demonstrate professionalism in communication, teamwork, and technical skills and be comfortable working with data
- Have or be qualified to obtain a Class B license; DMV record check and DOT drug/alcohol testing will be required.
- Must submit to and successfully pass a criminal history background check.

FLSA STATUS: Non-Exempt. Regular, Full-time. Occasional weekend and evening hours will be necessary. Benefits include medical and dental coverage, vacation, holiday, sick pay, group life insurance, and 401k type pension plan.

COMPENSATION: \$20/hr.

WORKING LOCATION: Location is based on a percentage of where work time is spent. In-office 40%, Out of office 60%. Indoors 85% Outdoors 15%

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: GRYD Intake and Outreach Coordinator.

DACA, women, BIPOC, and LGBTQIA+ people are encouraged to apply.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.