



## Job Opening

### GRYD OUTREACH COORDINATOR

**Job Title:** Outreach Coordinator  
**Reports to:** GRYD Program Director  
**Location:** Central Los Angeles  
**FLSA Status:** Full Time, Hourly, Year-Round, \$18/hr

**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 administration of the YSET in order to determine eligibility, and works with the Program Director to assign cases to the Case Managers.

**ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:** The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Cross-train on all aspects of GRYD scope of work.
- Outreach, identify, and recruit youth eligible for the GRYD model program through schools, local agencies, parents, police station, DCFS, resource fairs, SNL, and other stakeholders.
- Coordinate and execute Community Education Campaigns at GRYD zone schools.
- 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 local community throughout the SNL programming period.
- Administer 25 YSETs intakes from SNL referrals within the duration of the SNL programming period.
- Maintain a record of and document daily activities, contacts, referrals received and provide information as needed for reporting or follow-up.
- Coordinate all aspects of Phase 1 implementation including YSET administration, submission, follow up, and coordination of the first family meeting with Case Managers.
- Work with Program Director to assign cases to strategy teams.
- Work collaborative with team to supervise interns and provide tours to external contacts.
- Participate in team meetings and events, staff meetings, and other Bresee, collaborative partner or community meetings as requested.

**EDUCATION/EXPERIENCE/QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Hold Bachelor's degree from an accredited college or university.
- Have at least 2 years of relevant professional experience in a nonprofit setting.
- Must be bilingual in Spanish or Korean, proficient in speaking, writing, and reading.

- Must demonstrate sensitivity to multicultural issues and be comfortable working with youth at-risk of gang involvement or exhibiting other delinquent behaviors.
- Must have the ability to connect with diverse types of people and organizations.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Must have excellent English verbal and written communication skills.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must possess excellent customer service skills, including the performance of duties in a tactful and professional manner.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to efficiently process multiple projects at a time without sacrificing the quality of work.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Be a collaborative problem solver.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must follow program-specific requirements and policies.
- Have or be qualified to obtain 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.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

**WORKING LOCATION:** Location is based on a percentage of where work time is spent.

In office 75%, out of office 25%. Indoors 85%, outdoors 15%.

**HOURS AND BENEFITS:** Full-time position, occasional weekend and evening hours will be necessary. Benefits include medical and dental plans; vacation, holiday, and sick pay; and 401k type pension plan.

**TO APPLY:** Submit cover letter and resume to [jobs@bresee.org](mailto:jobs@bresee.org) with the Subject Line: Outreach Coordinator.