



POSITION DESCRIPTION

Outreach Intern

POSITION REPORTS TO:	Clinical Director & Project Mentor
POSITION DIRECTLY SUPERVISES:	N/A
PURPOSE OF POSITION:	The Outreach Intern position is part of the MIP Grant and is responsible for culturally appropriate, trauma-informed recruitment of individuals from the target area to participate in WSL's 8-week TRIBE Program and employment program. The position's primary purpose is to engage, recruit and inform the community with regards to the opportunities offered by Whole Systems Learning and to assist the organization in meeting its contracted grant goals.

TO FULFILL THIS POSITION SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL FUNCTION SATISFACTORILY.

Essential Functions:

- Plan and conduct outreach efforts in community in alignment with Whole Systems Learning's (WSL) mission and vision
- Engage individuals within target communities to inform them about WSL programs
- Develop relationships with the underserved communities
- Recruit participants from underserved/target areas/populations to participate in 8-week TRIBE training and other activities
 - o By cold-calling
 - o Door-knocking
 - o In-person events
- Collaborates with Case Managers to ensure a warm hand-off of potential participants for Intake
- Assist staff in developing culturally appropriate marketing materials
- Assist staff in developing culturally appropriate Social Media Marketing strategy and materials
- Identify community events for outreach activities
- Attend Job Fairs and Community Events in conjunction with staff to promote program and recruit participants
- Track outreach effort and submit reports via established systems
- Identify (and engage with) Community Organizations for potential collaborations
- Input notes in CRM
- Assist team in developing language, strategies etc.
- Attend team training
- Assist in developing culturally relevant trainings for team
- Perform other related duties and projects as organizational needs require at the direction of management.
- Attend supervision meetings with Clinical Director and/or Mentors on a weekly and monthly basis

Required Paid Training Opportunities

- On-boarding and organizational culture
- Use of language, cultural norms and trauma-informed modality
- Cold-calling strategies
- Documentation and record keeping
- CRM software
- Social Media Marketing
- Interview techniques/community engagement
- Trauma-Informed care
- Peer-Support system navigation
- Community organizing
- Trauma-Informed communication skills and strategies
- Cultural identity and underserved communities
- Mental Health First Aid

Outreach Intern
(Continued)

The preceding functions have been provided as examples of the type of work performed by employees assigned to this job classification. Management reserves the right to add, subtract, or change the job functions.

MINIMUM QUALIFICATIONS: THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND ABILITY NECESSARY TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

Education and Experience:

- Lived experience of foster care, incarceration and/or street gang culture
- High school diploma or GED or current enrolment in program to complete either.
- Familiarity with services areas (Watts, Compton, Long Beach...)

Desired qualities and experience:

- Strong community ties
- Good communication skills or desire to learn
- Reliable, dependable, and adaptable
- Strong organizational skills
- Multi-tasking ability
- Strong collaboration and coalition building skills
- Strong conflict resolution skills
- Basic computer skills
- Proficient English verbal and written communication skills
- Additional languages or dialects strongly encouraged
- Ability to communicate clearly with participants, collaborators, staff, and team members
- Ability to communicate effectively in culturally diverse environments
- Possess strong presentation and public speaking skills
- Demonstrated effective problem-solving abilities
- Demonstrated effective time management skills with the ability to multitask effectively and see projects from inception to completion

PHYSICAL DEMANDS: THE PHYSICAL DEMANDS LISTED BELOW ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION.

- Ability to maintain long periods of mental alertness and attention to detail while setting priorities, meeting critical deadlines, and following up on assignments.
- Ability to stand, walk or sit for long period
- Ability to maneuver throughout organization's facilities, including negotiating stairs in some locations.
- Ability to use standard office equipment such as computers, telephones, and copiers.
- Ability to work for periods of time at desk or workstation.

RATE OF PAY: \$20 PER HOUR. PART-TIME, HOURLY (20 HOURS PER WEEK). NO BENEFITS.