



JOB ANNOUNCEMENT

INTAKE AND OUTREACH COORDINATOR

SUMMARY: Reporting to the GRYD Program Director, the Intake and 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 in order 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: 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.

Community Outreach

- Outreach, identify and recruit at-risk youth for the GRYD model program through schools, local agencies, parents, police station, 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 the organization of 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; 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 engage with 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 all potential new client inquiries from referral sources and parents

Data Entry & Organization

- Maintain a record of and document daily activities, contacts, and referrals received and provide information as needed for reporting or follow-up
- Maintain all records and data in an organized manner and input data in a timely manner to aid in reporting and evaluation
- Continuously update GRYD's ETO and Bresee's Traxsolutions software with new client profiles

Strategy Team & Collaboration

- Work with the GRYD Program Director and the GRYD Senior Case Manager to assign cases to strategy teams
- 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
- Support with administrative tasks for the primary case-load.
- Mandatory participation is required during SNL programming.
- Extended hours may be required due family events and GRYD programming events.
- Coordinate and expedite families in the program to attend weekly and monthly events.
- Duties include support and participation in youth activities such: as camps, sports, and events. For primary and secondary clients.
- Will support parent engagement activities.

Program Fidelity and Quality

- Support in expending funds for participant-related costs such as field trips, food and beverages, incentives, participant supportive services and outreach activities.
- City of Los Angeles expenditure procedures are to be followed.
- The GRYD handbook is to be read and understood in order to properly execute the principles of the program.
- Update data on a daily basis and work calendar to be updated on a weekly basis.
- Must communicate and report directly to the Program Director on work activities.
- Demonstrate flexibility when new assignments or changes are introduced
- Be self-motivated, reliable, a collaborative problem solver, and work independently
- Demonstrates sensitivity to multicultural issues and is comfortable working in an urban environment.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Must hold a 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 basic marketing platforms
- Detail-oriented 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 competence in working with the at-risk youth, and exercise discretion and confidentiality when interacting with clients.

- Must have at least 2 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.

COMPENSATION: \$24.00/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%

BENEFITS: Benefits include medical and dental coverage; vacation, holiday, and sick pay; group life insurance and 401k type pension plan. Bresee provides generous PTO days that include paid holidays, one-week Christmas holidays, vacation, sick pay, paid birthday holidays, and much more.

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

DACA, women, BIPOC, 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.