



JV Flex Position Description: Community Outreach Coordinator

Position Title: Community Outreach Coordinator

Agency: Low Income Housing Institute (LIHI)

Program: Community Outreach Program

Location: Seattle, WA

Primary Service Category: Homelessness/Housing Services

Other Service Categories: Arts & Multimedia, Education (Community), Education (K-12 School), Environmental Stewardship, Financial Services, Food and Hunger

About JV Flex: JV Flex is a program of Jesuit Volunteer Corps (JVC) Northwest, which partners passionate individuals with values-driven organization for a year of service in Portland or Seattle. The JV Flex program offers opportunities in personal growth and formation, along with community-building through monthly meet-ups and two annual retreats with your local cohort of fellow volunteers. Participants of the JV Flex program are also AmeriCorps members, and will receive healthcare, childcare (if needed), a living allowance of \$15,100 and the \$6345 AmeriCorps education award upon completion to use for prior loans or further study.

About Low Income Housing Institute: The Low Income Housing Institute develops, owns and operates housing for the benefit of low-income, homeless and formerly homeless people in Washington state, advocates for just housing policies at the local and national levels, and administers a range of supportive service programs to assist those served in maintaining stable housing and increasing their self-sufficiency. Populations served by LIHI include children and families, current or formerly incarcerated, immigrants and refugees, Indigenous communities, individuals with physical or intellectual disabilities, Latinx communities, LGBTQIA2S+ communities, seniors/elders, survivors of DVSA, teens/at-risk/opportunity youth, individuals experiencing housing instability and/or homelessness, and individuals with mental illness.

Position Description

Join the Low Income Housing Institute on the frontlines of fighting homelessness and poverty as the Community Outreach Coordinator. This position will conduct outreach and build relationships with community and faith organizations, schools, non-profits, and businesses to provide donations of crucial items and meals to benefit the residents and clients served by our tiny house programs, Urban Rest Stop hygiene facilities, and affordable housing buildings in Seattle and the Puget Sound region. The position will receive and organize donations and distribute out to the various LIHI sites to immediately serve the needs of our residents and clients and will work with LIHI staff at all levels on creating and updating donation wish lists to be distributed out to the community. Be a part of the success of LIHI's innovative and rapidly expanding tiny house village program that includes 13 villages currently and several more being planned providing shelter, safety and community annually to over 1,000 people experiencing homelessness.



Duties and Responsibilities

- Conduct community outreach and establish partnerships and connections through phone calls, emails, and virtual community engagement with schools, faith organizations, businesses, community groups, non-profits, and other organizations with the goal of receiving more donations of items and food for residents and clients. (35%)
- Create and maintain a system or database for organization and tracking of in-kind donations from community groups, businesses, faith organizations, and others and organize and inventory physical donations. (30%)
- Communicating with staff, residents, and resident leaders to gather information on donation needs and create and update desired donation wish lists at each site to distribute to the broader community. (20%)
- Organize and run a small volunteer program of volunteer donation organizers and distributors including volunteer drivers to pick up, distribute and deliver donations from donation storage site or donor to the LIHI site needing the donations. (15%)

Language Requirements: English (fluent).

Education Requirements: Bachelor's degree

Other Requirements:

- Washington Driver's license. No vehicle required, but position may involve occasional driving between LIHI sites with either a LIHI provided vehicle or a personal vehicle should they own one with costs (gas, mileage) fully covered.

Additional Position Details

Physical Demands:

- Lifting and carrying 10-15 pounds
- Able to travel to multiple sites across the city

General Skills and Interest Requirements:

- Organization and coordination skills
- Research skills
- Computer and phone competency
- Interest in housing and homelessness

To apply for this and other JV Flex positions, please submit an online application at jvcnorthwest.org/JVFlex