



**SOUTHEAST**  
community development corporation

## **OUTREACH COORDINATOR**

**Reports to:** Manager of Neighborhood Programs

**Program:** Neighborhood and Commercial Revitalization

**Salary and benefits:** \$50,000 annually; benefits include health insurance, paid time off, organization-wide holidays, and 401K administration

## **SUMMARY**

Southeast Community Development Corporation (Southeast CDC) is hiring a full-time Outreach Coordinator to support our housing programs. The Outreach Coordinator will conduct outreach to recruit residents to participate in programs that increase homeownership and improve housing stability. Southeast CDC and its partner Charm City Land Trusts is investing in the creation of affordable homeownership development in Southeast and East Baltimore and this position will be responsible for recruiting potential homebuyers from the neighborhoods where that development is taking place. This is a unique, high-impact opportunity for an individual who is passionate about improving housing conditions and homeownership outcomes for residents.

## **JOB RESPONSIBILITIES**

Responsibilities include:

- Recruiting residents to participate in Southeast CDC's homebuying clubs, housing counseling, and rental counseling programs.
- Connecting residents to other Southeast CDC programs during outreach.
- Hosting neighborhood- and school-based information sessions about homeownership, credit, lending, and land trusts.
- Organizing block-based social events and beautification projects to introduce homebuying and land trusts to renters in our target neighborhoods.
- Referring renters to Southeast CDC's homebuyer counseling program.
- Following up with clients to ensure they complete the homebuying counseling process.
- Tracking community and client data in Southeast CDC databases.
- Tracking project costs for program events.
- Facilitating a friendly, supportive environment for regular homebuyer club meetings and supporting housing counselors to deliver the content.
- Supporting program data collection and the submission of monthly reports.
- Other duties as assigned.

## **DESIRED QUALIFICATIONS**

- Ability to write and speak fluently in English and Spanish is required.
- At least two years of experience with community outreach/neighbor engagement.
- Willingness to perform outreach in a community setting, which includes door knocking, attending community meetings, or hosting community workshops in person.
- Ability to self-manage a multi-step project and excellent attention to detail.
- Ability to establish and maintain friendly working relationships with people from a variety of backgrounds.
- Ability to work some evening and weekend hours.
- Passion for working with the community.

## **COVID CONSIDERATIONS**

- Southeast CDC has a COVID policy that regulates quarantine/testing in the case of exposure, symptoms, or a positive test.
- All Southeast CDC employees and new hires are required to be vaccinated against Covid-19 as a condition of employment. All vaccinated employees are required to show proof of vaccination to include the date(s) and type of vaccine. No explanations or other personal health information will be requested or reviewed. New hires must be vaccinated against Covid-19, and its variants, prior to the first day of work at Southeast CDC. If a candidate is unable or unwilling to become vaccinated, the offer of employment can be rescinded.

## **EMPLOYMENT LOCATION**

Southeast CDC is operating on a hybrid model with some remote and some on-site work. This position will be expected to visit with residents in person regularly and prepare printed documents at Southeast CDC's offices in Highlandtown. Some work tasks may be completed remotely, upon supervisor approval.

## **EQUIPMENT REQUIRED**

- Southeast CDC will supply a laptop for employee's use; employee will be expected to have access to high-speed internet at home if they are working remotely.
- The Manager is expected to use their own cell phone; Southeast CDC will reimburse cell phone usage at \$25/month.

## **TO APPLY**

Please send a cover letter and resume to [andy@southeastcdc.org](mailto:andy@southeastcdc.org) or drop off materials to Southeast CDC at 3323 Eastern Ave. Your cover letter should briefly explain your relevant experience and interest in the position. Please put "Outreach Coordinator" as your email subject.

Interviews will start in early March and the hiring period will end by March 27, 2023 with an expected start date by April 10, 2023. Applicants are encouraged to submit their applications as early as possible. Send any questions to [andy@southeastcdc.org](mailto:andy@southeastcdc.org) or call 410-342-3234 x 32.