

Job Description DuPage Regional Office of Education

Title: Community Engagement and Outreach Coordinator

Function: Outreach Coordinator is instrumental in bridging the gap between programs and the communities they serve. This involves building relationships, promoting programs, and evaluating outreach efforts. The Outreach Coordinator will act as a liaison, fostering positive interactions and ensuring the program's mission is effectively communicated and understood. This multifaceted role requires a combination of strategic planning, effective communication, and a deep understanding of community dynamics.

Qualifications:

- ❖ Bachelor's degree in marketing, communications, public relations, public health, social work, or related field
- ❖ Bilingual (English/Spanish) or multilingual required
- ❖ Strong interpersonal and communication skills both written and verbal
- ❖ Ability to establish rapport with community organizations
- ❖ Strong organizational and project management skills
- ❖ Ability to work independently as well as with a team and be self-motivated
- ❖ Familiarity with data analysis, reporting, and social media platforms
- ❖ Proficiency in technology (Google, Excel, PowerPoint)
- ❖ Valid Illinois driver's license, reliable transportation and insurance required

Reports to: Parents as Teachers Program Director

Job Description/Responsibilities:

1. Engage in recruitment activities including organizing and participation in events and workshops to promote the program
2. Develop and maintain strong relationships with community partners, hospitals, schools, social service agencies and local organizations
3. Create and distribute program materials to raise awareness about PAT and its initiatives
4. Identify and engage with families who meet the programs eligibility requirements utilizing culturally appropriate methods to build trust and encourage participation
5. Support intake process and eligibility requirements by utilizing the IRIS Coordinated Intake system for referrals
6. Collect and analyze data on program impact and community needs and report on program outcomes and recommendations for future initiatives
7. Collaborate with to facilitate Advisory Committee Meetings
8. Manage and update the program's social media platforms to increase community engagement
9. Translate and transcribe communications and materials into Spanish
10. Organize developmental screenings and health reviews in the community

11. Attend meetings, training and professional development activities
12. Must have the ability to work a flexible schedule including some evenings and/or weekends
13. Other activities as assigned

Position Details:

- ❖ Part-Time Position- 105 days per year
- ❖ 2-3 days per week (7.5 hours per day)
- ❖ Some evenings and/or weekends required
- ❖ Computer, cell phone included
- ❖ Travel reimbursement

Date: 8/15/25