

Outreach Specialist Job Description

Position Title: Outreach Specialist

Compensation: Hourly, insurance coverage, and fringe benefits as per the current Mahoning Valley Regional Council of Government (MVRCOG) Board Policy.

Education/Degree: High school diploma or equivalent.

Reports to: Outreach Coordinator

Supervises: None

Position Summary: The Central Coordination Outreach Specialist is responsible for executing a comprehensive regional outreach plan to promote early childhood programs across multiple counties. This position focuses on building and maintaining strong relationships with families, service providers, and community stakeholders to increase program awareness and participation. The role is highly community-based, with approximately 75% of work time spent directly in the field engaging with local partners, attending community events, and fostering collaboration within assigned service areas.

Essential Duties and Responsibilities

- Actively engage with the community through attendance at local events, school visits, agency partnerships, and meetings with families and service providers to build strong, visible relationships throughout assigned regions.
- Strategically plan, coordinate, and implement outreach efforts to promote central coordination services and strengthen partnerships. Outreach expectations include: Conducting a minimum of 5 outreach activities per month in counties designated as high-capacity, focusing on partnership maintenance and consistent communication. Conducting a minimum of 10 outreach activities per month in counties designated as low-capacity, emphasizing relationship development, education, and equitable service access in underserved areas.
- Activities may include presentations, community fairs, informational sessions, stakeholder meetings, and collaboration with local agencies.
- Prepare, assemble, and distribute approved marketing and promotional materials to community partners and organizations. Ensure adequate availability of outreach resources across all assigned areas.
- Maintain accurate records of outreach events, activities, and community interactions. Document outcomes to support ongoing program evaluation, reporting, and continuous improvement efforts.
- Work collaboratively with regional outreach coordinators to share effective strategies, enhance engagement efforts, and align outreach practices with organizational goals. Attend required meetings, training sessions, and committees as assigned.
- Represent the Mahoning Valley Regional Council of Governments (MVRCOG) and the Educational Service Center of Eastern Ohio (ESCEO) with professionalism, integrity, and a commitment to excellence at all times.

Qualifications

- High school diploma or equivalent required; Associate's degree in social services, sociology, public communications, or a related field preferred.
- Demonstrated excellence in written and verbal communication.
- Strong organizational skills with the ability to manage multiple priorities effectively.
- Ability to cultivate and sustain positive relationships with internal and external stakeholders.
- Proficiency in Google Workspace, Microsoft Office Suite, and database management systems.
- Valid Ohio driver's license with an acceptable driving record and daily access to an insured private vehicle.
- Flexibility to work evenings and weekends as required for community events.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS

- Maintain regular, reliable, and punctual attendance.
- Uphold confidentiality and ethical standards in all professional activities.
- Seek ongoing opportunities for professional growth and skill development.
- Demonstrate responsiveness to feedback and commitment to continuous improvement.
- Contribute positively to the organizational culture by participating in teams, committees, and community initiatives.
- Comply with all applicable MVRCOG and ESCEO policies and procedures.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

- Possesses a valid state-issued Driver's License and/or government-issued ID.
- Reads, analyzes, and interprets data and reports.
- Writes reports, correspondence, and other appropriate communication.
- Presents information and responds to questions effectively and efficiently.
- Prioritizes tasks, requirements, and expectations in order to perform to a standard of excellence in service.
- Complete and obtain a positive BCI and FBI fingerprint background check.
- Experience in Proficiency with computer applications, including Google Applications, Microsoft Office, spreadsheets, and database programs.

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
- Duties may require operating and/or riding in a vehicle.

- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require using a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Mahoning Valley Regional Council of Governments (MVRCOG).

The MVRCOG is an Equal Opportunity Employer. The MVRCOG does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.