



43-31 39TH STREET, SUNNYSIDE, NY 11104 | 718-784-6173 | WWW.SCSNY.ORG | INFO@SCSNY.ORG

Outreach Coordinator

Salary: \$50,000-\$55,000

Job Classification: Full-time, non-exempt (35 hours per week)

This position is contingent on funding and currently funded under a new three-year contract.

Reports to: Associate Executive Director – Youth, Family, and Immigrant Services (later transitioning to the Director of Adult & Immigrant Services)

SCS currently operates on a hybrid model with three days in the office, and two days remote. This is subject to change.

Role Description:

Research shows that children with even a small savings account of \$1 to \$500 are three times more likely to enroll in college and more than four times more likely to graduate. Research also shows that children who attend college earn a significantly higher salary over their lifetimes.

The NYC Kids Rise Save for College Program provides families, schools, and communities with a way to work together to save for their children's futures. It's a scholarship and savings program designed to make college and career training more accessible and achievable for all NYC public school students, starting in kindergarten—regardless of their family's income or immigration status.

As the Outreach Coordinator, you will lead all community engagement efforts and develop tailored outreach strategies to increase awareness and completion of Save for College Program Building Blocks in NYC School District 30. You will coordinate with various stakeholders, including community organizations, schools, and local groups to execute an effective outreach plan. Your primary goal is to target schools and communities with low Building Block completion rates and coordinate events and activities to effectively increase completion rates.

Key Responsibilities:

Outreach Strategy and Coordination:

- Lead the development and implementation of an outreach strategy for the target communities, working closely with the Director of Adult and Immigrant Services.
- Coordinate outreach activities with community organizations, schools (especially Parent Coordinators), and other groups to build partnerships and increase visibility.
- Collaborate with internal teams, including afterschool programs, Pre-K, ESOL classes, and others to identify sources for referrals or events.
- Create individualized outreach plans for each zip code to address the specific needs of their communities.

Event Planning and Community Engagement:

- Organize and host community workshops, informational sessions, and public events to inform the community about the Save for College Program.
- Work closely with other program teams to integrate childcare outreach into existing community engagement activities.
- Oversee the distribution of multilingual outreach materials (flyers, brochures, other content) and ensure they are culturally and linguistically appropriate for target communities.

Collaboration and Reporting:

- Serve as a key liaison between the Sunnyside Community Services and community stakeholders, maintaining strong relationships to enhance outreach efforts.
- Assist with data collection and analysis to refine outreach strategies based on community needs and engagement metrics.

Cultural and Language Sensitivity:

- Work with multilingual staff to ensure that outreach is accessible to immigrant communities and that all materials and events are available in multiple languages.
- Maintain a culturally sensitive approach in all outreach activities, ensuring that immigrant families feel welcomed and supported throughout the process.

Qualifications:

- Bilingual required, Spanish preferred (additional languages relevant to the immigrant communities in Western Queens are a plus).
- At least 2-3 years of experience in community outreach or program coordination.
- Strong leadership, organizational, and communication skills.
- Ability to manage themselves independently and collaborate with groups.
- Proven ability to build and manage relationships with community stakeholders.
- Flexibility, creativity, and commitment to working with diverse, underserved communities.

SCS offers an Excellent Benefits Package:

Comprehensive medical, dental, and vision insurance

403B pension plan with employer contribution

Flexible spending account and transit checks Employee Assistance Program

20 days of paid vacation and 12 paid sick days paid holidays

Five personal/floating days Life insurance

Long-term disability

How to apply:

If interested, please send your resume and cover letter at hcortes@scsny.org

All positions at Sunnyside Community Services are filled without regard to race/color, religion/creed, national origin, age, sex/gender, sexual orientation, gender identity or expression, disability, pregnancy-related condition or lactation, military/veteran status, marital status, familial status, caregiver status, sexual or reproductive health decisions, height, weight, status as a victim of domestic violence/stalking/sex offenses, predisposing genetic characteristic, immigration or citizenship status, prior arrest or conviction record, credit history, salary history, unemployment status, pre-employment marijuana testing, union affiliation/activity, or for reporting or opposing discrimination on these bases or for reporting or opposing violations of workplace health and safety, pay equity or practices, or for

participating in any internal or any legally protected status listed in the New York City Human Rights Law (NYCHRL). All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported. Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect their well-being.

For more information about Sunnyside Community Services, please visit the website at www.scsny.org

Equal Opportunity/Affirmative Action Employer