

Job Title: HUB Community Resource Coordinator – Chemult

Location: Chemult, Oregon

Job Type: Part-Time/may evolve to Full-Time

Reports To: Outreach Programs Manager

Salary Range: \$16.00 to \$19.00 (DOE) per hour

Job Summary:

The HUB Outreach Coordinator is responsible for conducting community outreach, fostering partnerships, and coordinating essential services including, but not limited to, food distribution, clothing assistance, and support for WIC and food stamp programs. This role requires strong communication skills, data collection experience, and a passion for serving diverse communities to ensure equitable access to resources.

Key Responsibilities:

Outreach & Community Engagement:

- Implement outreach strategies to engage underserved populations working with local community members.
- Build and maintain partnerships with county-wide organizations, businesses, and service providers.
- Represent the HUB at community events, meetings, and workshops to promote available services.
- Coordinate educational sessions on WIC, food stamps, and other assistance programs and services.

Service Coordination & Distribution:

- Coordinate services such as food box distributions, clothing, school supplies and other essential services.
- Assist community members in applying for WIC, food stamps, and related benefits.
- Ensure smooth coordination of services to hub clients
- Maintain inventory and manage supplies for distribution programs.

Data Collection & Reporting:

- Collect client data on intake forms and surveys.
- Data entry for reporting
- Prepare reports detailing program impact, participation rates, and areas for improvement.
- Maintain accurate records of services provided and ensure compliance with reporting requirements.

Qualifications & Skills:

- Minimum GED or diploma
- Experience preferred in social work with 1-3 years of experience in outreach, case management, or community services.
- Three years clean driving experience and valid driver's license to drive IYS vehicles
- Pass a pre-employment drug screen
- Pass a criminal history background check
- A clear understanding of the Integral Youth Services mission and programs.
- Demonstrated organizational and problem-solving skills.
- Demonstrated communication and relationship-building abilities.
- Reliable transportation to and from the work site
- Experience working with diverse populations, including low-income families.
- Proficiency in Microsoft Office and data management software.
- Ability to work flexible hours, including evenings and weekends, as needed.
- Bilingual abilities (preferred).

Work Environment & Physical Requirements:

- Ability to lift up to 50 pounds for food and clothing distribution.
- Frequent travel within the community and headquarters in Klamath Falls
- Hybrid work environment with occasional remote work opportunities.

Benefits:

- Depending on hours.

How to Apply:

Interested candidates should submit a resume and cover letter to: donnamarkus@iyskfalls.org Or submit to 115 N. 10th Street, Klamath Falls, OR 97601.

Applications will be reviewed on a rolling basis until the position is filled.