



JOB ANNOUNCEMENT

Position: Outreach Project Coordinator **Work Week:** Approximately 20-25 hrs/week
Temporary: ASAP - September 2022 **Start Date:** ASAP
Location: Hayward **Salary:** \$30.00- \$33.00 DOE
Hours: Day, Evenings & Weekends

Community Child Care Coordinating Council (4Cs) of Alameda County is a nonprofit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources for families and children.

As the Outreach Project Coordinator, you will provide coordination, organization, and supervision for all aspects of the Dollars for Children Outreach Project.

Reports to the Director, Operations. This position is part-time temporary, with projected end date of September 2022. Approximately 20-25 hours/week. This position is non-exempt.

Due to the COVID-19 Pandemic, 4Cs is requiring that all new hires be vaccinated. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination or if you have an accommodation under ADA and Title VII, documentation will be required.

DUTIES & RESPONSIBILITIES

- Coordinate 4Cs' Dollars for Children Outreach Project to provide awareness and support for families who are eligible to receive the advanced federal Child Tax Credit, state and federal stimulus payments and other state & Federal tax credits.
- Responsible to Coordinate & Participate in: outreach, events & assist families in knowing what credits and stimulus payments they are eligible for
- Responsible for the Dollars for Children hot line and email communications
- Coordinate & maintain a schedule for hotline & client in person meetings
- Maintain a relationship with Oakland Starting Smart and Strong and Lightbox to ensure we obtain needed project materials including attending meetings
- Provide monthly reports as required
- Publicize Dollars for Children Outreach Project working with our Development & Communications in house team for social media, and other forms of distribution
- Conduct outreach with Community partners, Child Care Providers & schools in targeted neighborhoods & more
- Work with the VITA Site Coordinator for tax preparation services
- Recognize volunteers throughout the project & help with the end of season volunteer celebration
- Other duties as assigned

QUALIFICATIONS

1. Experience providing social services, navigation services to families or individuals, such as to the VITA tax preparation program, preferred.
2. AA/ Bachelors in Social Work, Human Development, Public Administration or related degree Preferred
3. Public Speaking, & demonstrated cultural sensitivity and experience working effectively with people from diverse backgrounds
4. Strong organizational skills and ability to establish new procedures and systems
5. Strong verbal and written skills
6. Ability to set-up laptops and address basic IT issues
7. Experienced with the Child Tax Credit & VITA Tax Preparation program
8. Bilingual Spanish/English Encouraged
9. Ability to work independently
10. Must have valid California driver's license, personal automobile insurance and access to own transportation
11. Ability to work on evenings and weekends, as needed

To apply, please send resume and cover letter to:

4Cs of Alameda County

22351 City Center Drive

Hayward, CA 94541

Email: resumes@4c-alameda.org

Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.