

MAITRI

Position Title: Outreach Associate

Reports to: Manager, Outreach & Prevention

Hours: Part time/20hrs a week (Tuesdays to Saturdays)

Classification: Hourly/Non-Exempt

Maitri is a non-profit agency in the San Francisco Bay Area, providing culturally responsive services to survivors of familial violence and abuse. Maitri whose primary focus is the south Asian community, is now looking for a part-time Outreach Associate to join the team to provide quality outreach to the community through education, training, and awareness building through events and social media, and promote sales of Maitri's unique Boutique. The Outreach Associate must be a team player who is professional, motivated, and outgoing, and will be committed to Maitri's vision of a violence-free community.

Responsibilities:

- Represent Maitri & provide outreach through community events, phone calls, mailings, & social media.
- Research community events, community groups, social media etc. to find new outreach opportunities.
- Develop and maintain contacts with organizations, agencies, diverse sectors of south Asian community, and volunteers that support Maitri's services and clients.
- Report to and work with Outreach Manager on various outreach activities including but not limited to :
 - Creation of Maitri's online newsletter and Facebook posts
 - Coordination of outreach and other agency events as needed
 - Creation and management of outreach collateral for community events
 - Coordination with volunteers and event organizers.
- Work closely with Boutique Manager to plan and execute outreach and sales events for the Boutique and:
 - Reach out to different communities, schools, temples, and corporations to cultivate relationships that lead to opportunities for boutique outreach events.
 - Organize and manage all event details for boutique outreach such as packing outfits, table set-up, booth décor, and transportation of all items required for booth setup to and from venue.
 - Assist in creation and management of outreach collateral for the Boutique.
 - Coordinate with volunteers and event organizers for all Boutique outreach events.
- Other duties as assigned, including working as part of a team with staff and volunteers.
- Ability to work on a Tuesday-Saturday work week (20hrs/week, 5 day week) with flexibility to work some Sundays.

Qualifications

- Commitment to Maitri's philosophy to end domestic violence.
- Excellent verbal and written communication skills. Should be comfortable with public speaking.
- Proficiency in MS-Word, Excel, PowerPoint, and Social media.
- Familiarity with Constant Contact or similar web based applications is a plus.
- Ability to work independently and as part of a team; to manage multiple tasks and prioritize projects; detail-oriented, well-organized and flexible.
- Must be authorized to work in USA
- Job duties may require working some evenings and/or Sundays based on outreach event schedules.
- Job duties require a valid driver's license, vehicle, and ability to travel (local) for work.
- 40-hour domestic violence certification / or willingness to get trained preferred
- Flair for artistic design and working knowledge of a south Asian language/ culture will be a plus.

Please email cover letter and resume to jobs@maitri.org with subject line "Outreach Associate". No phone calls please. Please be prepared to provide at least two references.

Maitri is an Equal Opportunity Employer.

We may be unable to respond to each email based on the volume of applications received.