

MAITRI

Position Title: Outreach Associate

Reports to: Manager, Outreach & Prevention

Hours: Part time/20hrs a week

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 that includes education, training, and awareness building through events and social media. 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:

- 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, community members, and volunteers that support Maitri's services and clients.
- Assist the 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.
- Other duties as assigned, including working as part of a team with staff and volunteers.

Qualifications

- Commitment to Maitri's philosophy to end domestic violence.
- Excellent verbal and written communication skills.
- Proficiency in MS-Word, Excel, PowerPoint, and social media.
- Ability to work independently and as part of a team; to manage multiple tasks and prioritize projects; detail-oriented, well-organized and flexible.
- Job duties require a valid driver's license, vehicle, and ability to do local travel for work and may involve some light lifting of materials for events.
- Job duties may require flexibility with working some evenings and/or weekends based on outreach event schedules.
- Willingness to get in-house 40 hour domestic violence training.
- Flair for artistic design and working knowledge of a south Asian language/ culture will be a plus.
- Must be authorized to work in USA

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.