

Job Title: Outreach Coordinator- Indigenous Communities
Department: Transportation Department-
Reports to: Priority Populations Engagement Manager
FLSA Status: Non-Exempt
Salary: \$60,000- \$70,000

About Community Housing Development Corporation

Here at CHDC, we strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate-income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve. Community Housing Development Corporation is committed to building a staff that is rich in cultural, social, and experiential diversity.

Joint Program & DCAP Background

In 2015, we expanded our services to include supporting low/moderate income residents accessing transportation services through our innovative [Driving Clean Assistance Program](#) (DCAP) in partnership with California Air Resources Board (CARB) and Travis Credit Union as our premier lending partner. There are two programs that we will manage: Clean Cars for All Statewide and Financing Assistance Statewide. Our projections indicate that we will serve 12,000 people over a three-year grant cycle. Both programs offer down-payment assistance in the form of upfront (on-the-hood) grants that are paid directly to dealerships and do not have to be repaid. Both programs offer pathways to financial coaching, counseling, and fair financing options. The difference in the programs is that Clean Cars for All supports people in scrapping their existing gas-powered vehicles.

General Responsibilities

Under the supervision of the Outreach Manager, the Outreach Coordinator of “IC” will support the statewide outreach efforts for the joint program to reach Indigenous communities across the State of California. The Outreach Coordinator will work to support the Indigenous income population who may have not benefited proportionally from incentive programs, such as the joint program. Knowing that these communities face additional barriers that may prevent their participation in such programs, the Outreach Coordinator will strive to establish and maintain positive relationships with Indigenous communities.

Responsibilities

- Support the implementation of outreach strategies specific to Indigenous communities under the guidance of the Outreach Manager.
- Work as a leader of the program who can provide expertise on the joint program and provide feedback and thoughts on how more community members can participate in the program.
- Build and sustain relationships with partnering organizations that work to represent and support Indigenous communities.
- Track & support the CBOs deliverables.
- Work as the lead training in the joint program to ensure that new staff members to ensure that new members are equipped with the skills to educate their staff on the functions of the program.
- Work as the lead trainer in the joint program community workshops in Indigenous communities

- Actively lead community outreach activities and attend outreach events led by outreach partners.
- Support the development of culturally relevant collateral to promote the joint program.
- Represent CHDC at relevant conferences and outreach events.



- Periodic travel to different locations in California to support outreach and relationship building with partners, leaders, and residents.
- Support the development of culturally relevant collateral to promote the joint program.
- Represent CHDC at conferences and community outreach events when needed.
- Periodic travel to different locations throughout the State of California to support outreach and relationship building with partners, leaders, and residents.
- Support the broader DCAP team as needed.
- Other duties as assigned.

Qualifications

- Bachelor's degree or equivalent experience working with Indigenous Communities
- Strong project management skills
- Commitment to CHDC's organizational values and leveraging an equity lens when problem solving.
- Experience working with and for low-income and marginalized communities.
- Experience leading outreach and engagement efforts at the grassroots level
- Prior experience working with CBOs in the State of California.
- Working knowledge of relevant computer applications
- Attention to detail – accuracy is a key component of this position.
- The ability to express oneself clearly both orally and in writing.
- Ability and comfort working within a distributed team.
- Demonstrated commitment to working collaboratively with a variety of stakeholders.
- Excellent communication and presentation skills
- High emotional intelligence
- Ability to be flexible and perform varied work activities.
- A background clearance is required.
- Proof of full vaccination is required from Covid-19

PHYSICAL REQUIREMENTS:

- Must be able to travel to different CHDC sites
- Ability to travel throughout the building and attend meetings throughout the community
- Ability to handle a significant level of stress
- Physical agility to lift and carry materials, bend, stoop, walk and reach overhead.

How to apply:

Please send application to Rhuntley@communityhdc.org

Benefits:

Medical Insurance, Vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Plan.

[Equal Opportunity & Equity Statement](#)

Community Housing Development Corporation is an equal opportunity employer that values diversity as central to our work serving The Bay Area. We comply with all applicable state and local laws governing nondiscrimination in employment. Our practices are in alignment with our commitment to workplace equity, diversity, and inclusion. We foster a work environment where our current and future staff feel welcomed without regard to race, color, religion, gender identity, national origin, sex, age, disability, or sexual orientation.