



February 7, 2025

BILINGUAL COMMUNITY OUTREACH COORDINATOR

The Laurel Foundation, dedicated to empowering transgender/gender-diverse youth and young key populations at high risk of HIV, is seeking a passionate, and detailed Bilingual Community Outreach Coordinator.

The Laurel Foundation was founded and runs on love. Established in 1993, The Laurel Foundation is committed to providing year-round, educational and support programs to transgender/gender-diverse youth and **young key populations** at high risk of HIV. Through compassion and hope, The Laurel Foundation allows youth to experience the magic and wonders of childhood free from the stresses of their daily lives. The Laurel Foundation teaches youth to believe in themselves and to understand each one of them can make their life as full and rich as the next child's.

QUALIFICATIONS:

Education & Experience:

- Bachelor's degree in communications, nonprofit management, case management, marketing, or a related field or relevant experience in place of a degree
- 1-3 years of experience in community outreach, case management, event coordination, public relations, marketing, or a similar role.

Skills & Competencies:

- Strong communication skills (written and verbal)
- Organizational and project management skills - ability to manage detailed camper enrollment spreadsheets
- Ability to build relationships with community organizations, businesses, and clients.
- Basic marketing knowledge, including social media, email campaigns, and promotional materials.
- Public speaking and presentation skills to represent the organization effectively.
- Ability to work independently and as part of a team to coordinate events and initiatives
- Ability to handle multiple projects at a time
- Ability to communicate with the team in a way to create a positive result
- Ability to accept guidance and supervision
- Good character, integrity, and ability to adapt to busy work environment
- Enthusiasm, sense of humor, patience and self-control
- Maintain a professional confidential manner at all times

- Good driving record and insurance
- Basic proficiency in technology, including Microsoft Office, Google sheet, and CRM systems (such as Salesforce and donor databases).
- Bilingual in English and Spanish (written and verbal communication)

RESPONSIBILITIES:

- Serve as primary client and service provider liaison for recruitment of participants for residential camp programs, day camps, collaborative day events, and other support programs. Responsible for 100% program attendance/participation levels.
- Outreach to new clients and service providers for all programs, which includes researching new methods and attending recruitment events.
- Maintain detailed participant spreadsheets and application files for all programs.
- Maintain an up-to-date and organized filing system. Develop new files as needed.
- Responsible for final residential camper information (e.g., cabin groups, bus list, master spreadsheet, waitlist, etc.) and mentee application completion.
- Ensure that camp programs are following American Camp Association program standards (sections PD, PA, PC, PH, and PT) standards. This is inclusive of policies and procedures as well as written documentation where needed.
- Run Camper Check In at day events
- Work with our transportation partners to arrange for campers to get to camp sessions
- Create, assemble and mail out participant application packets for all programs (e.g., recruitment packets, confirmation packets, and incomplete application follow-up mailings).
- Follow-up with families regarding application status through phone, email, social media, and/or mail with the aim of completing participant applications.
- Review and assist families in completing applications and document ongoing case management
- In a timely manner, process applications and forward to Medical Director for review.
- Responsible for donation of all camper program equipment needs (including apparel).
- Promote and coordinate community involvement in the delivery of programs.
- Prepare camper participation reports for annual board retreat meeting.
- Facilitate parent orientation meetings over Zoom
- Help other staff members when needed.
- Performs various miscellaneous delivery, pick-up and clerical functions as needed.
- Participate in fundraising. Help in event planning as needed.
- Perform other independent projects, as required and assigned.

SALARY:

The salary range for this position is \$20-\$25/hour depending on experience and health benefits. This is a full-time salary position, working in our Pasadena office.

HOW TO APPLY:

If you are interested in joining our team and bringing hope, joy and laughter into the lives of vulnerable youth, please email a cover letter and your resume to Jobs@Laurel-Foundation.org. No phone calls please.