



WORKING TOWARD A BRIGHTER FINANCIAL FUTURE

## **Position Opening: Outreach Coordinator** **Starting wage: \$15.00 - \$16.42 per hour**

**Title:** Outreach Coordinator

**Supervised by:** Outreach and Engagement Manager

**Status:** 0.9 FTE, non-exempt, eligible for benefits

**Schedule:** 40 hours per week from October to April, 32 hours per week from May to September

### **ABOUT PREPARE + PROSPER**

Prepare + Prosper (P+P) is a leading organization in the Twin Cities area focused on free tax preparation and financial services. Based in St. Paul, Minnesota, we have a growing local and national presence in running and promoting programs that foster financial health for low- to moderate-income communities. Our team is expanding to reflect this growth. We are known for:

- serving 13,000+ taxpayers each year with high quality, free tax preparation and financial services and returning \$26 million annually in refunds,
- building organizational capacity through a high quality volunteer skills-based program with a corps of more than 550 volunteers,
- working with customers year-round in reaching their financial goals through a volunteer-based financial coaching program called Money Mentors,
- leveraging our on-the-ground expertise to facilitate policy change, and
- leading an emerging initiative called Financial Access in Reach (FAIR), which will bring to market and distribute financial products to help consumers transact, save, and build credit.

### **ABOUT THE OUTREACH COORDINATOR POSITION**

The outreach coordinator is the “face” of the organization in the community and is a natural relationship builder, spokesperson, and connector. The coordinator plays a pivotal role in contributing to and carrying out the organization’s outreach strategy to build awareness and utilization of Prepare + Prosper’s (P+P) services, programs, and initiatives as well as its statewide Claim it! campaign.

#### Outreach (approximately 75% of the position)

- Grow Prepare + Prosper’s presence in the Twin Cities metro area by developing relationships with program staff at partner organizations to engage them in P+P’s work.
- Schedule and give presentations about P+P and staff resource fairs in the community and serve as P+P’s spokesperson throughout the year, with a primary focus during the tax season.
- Attend networking meetings with organizations in order to engage them in P+P for the first time or to help sustain or grow a partnership.

- Strategize and plan new ways to reach individuals and organizations in the Twin Cities metro area.
- Coordinate the distribution of tax season outreach materials to more than 450 partners across the state, including the distribution of school flyers in Minneapolis and St. Paul.
- Work with relevant internal P+P staff to build awareness of the organization's programs and services in the community such as the Claim it! campaign and Money Mentors.
- Coordinate outreach initiatives and mini-campaigns, such as the K-12 Education Credit outreach campaign.
- Build and maintain outreach contacts in the organizational database.
- Maintain and track outreach activities across the organization.
- Participate in annual planning and evaluation in order to improve yearly outreach strategies.

#### Communications (approximately 15% of the position)

- Collaborate with the communications manager in the development of outreach communications, which includes emails, snail mail, phone calls, social media, and web content.
- Contribute to the annual communications plan with the department.

#### Event planning (approximately 5% of the position)

- Plan and implement P+P's annual partner engagement event and kick-off call.
- Assist with coordinating various P+P events throughout the year when necessary.

#### Other (approximately 5% of the position)

- Attend and actively participate in required educational programs and departmental and staff meetings.
- Protect P+P's value by keeping information confidential.
- Update knowledge by participating in educational opportunities; maintaining networks; participating in professional organizations.
- Participate in cross functional project areas related to communications, financial coaching, taxes, and outreach.
- Perform other duties as assigned by supervisor.

### **WORK ENVIRONMENT**

- This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

- The employee must frequently lift and/or move objects up to 20 pounds.
- Travel between the main office and remote Twin Cities locations is required. Must possess a valid driver's license and an insured vehicle.
- Occasional night and weekend hours are required a few times a year and during the tax season.
- Work place is a smoke- and drug-free environment.

### **HOW WILL YOU KNOW IF YOU ARE A GOOD FIT?**

Overall, P+P seeks candidates who are smart thinkers, can be self-directed yet collaborative, and who operate outside of the box and care about making people's lives better. The right candidate will possess:

- Experience in the fields of outreach, organization, advocacy, communications, or public relations.
- Excellent verbal and written communication skills -- including public speaking, relationship building, and community outreach.
- Ability to work on several projects simultaneously, balance priorities, and meet deadlines.
- Ability to work independently with minimal supervision and to collaborate with co-workers as needed.
- Self-directedness and solid organizational skills with keen attention to detail, accuracy and follow-through.
- Professional, highly motivated, and enthusiastic attitude.
- Knowledge of Microsoft applications.
- Knowledge and experience in database management preferred.
- Fluency in a second language other than English is preferred. Bi-lingual speakers of Spanish, Somali, and Hmong are encouraged to apply.

### **WHAT MAKES PREPARE + PROSPER A GREAT PLACE TO WORK?**

- We offer a compensation package that includes health, dental, and employer provided life insurance, short/long term disability insurance, retirement plan, flexible spending account, PTO, and paid holidays.
- We value inclusiveness, passion, compassion, excellence, innovation, and risk-taking in our work and our culture. We are an organization and team passionate about making positive impact on people's lives. We provide flexibility in how employees carry out their work.
- Other opportunities: Prepare + Prosper values cross-team collaboration and in this spirit, offers and encourages employees participation opportunities in work groups outside their regular duties as interest and time allow. Employees also regularly participate in tax-time related activities such as volunteer happy hours, tax clinics, and training.
- Starting wage for this position is \$15.00 - \$16.42 per hour, depending on experience and qualifications.

## **HOW TO APPLY**

- Please submit resume and cover letter and resume by Monday, July 17 to [jobs@prepareandprosper.org](mailto:jobs@prepareandprosper.org) with the subject line “Outreach coordinator.” Applications will be accepted on a rolling basis. Indicate in your email where you heard of the position opening.
- Positions begins in August.
- No phone calls please.

## **OUR COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY**

Prepare + Prosper is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. Prepare + Prosper does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws.

Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Prepare + Prosper is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.