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**Job Title**: BILINGUAL COMMUNITY OUTREACH COORDINATOR

**FLSA**: Non-Exempt Part-time

**Supervisor:** SENIOR DIRECTOR OF STRATEGY

**Position Description:** The Bilingual community outreach coordinator connects with medical providers to explain Mama’s Kitchen programs and referral process. This individual researches new relationships, calls prospective referral agencies, and schedules outreach meetings. The individual is also responsible for helping to develop referral partner newsletters and outreach communication.

**Primary Responsibilities**:

1. Implements an outreach plan for Mama’s Kitchen to increase referrals throughout San Diego County
2. Establishes and maintains relationships with physicians, clinics and community based organizations
3. Makes outbound calls on a route basis and creates and updates database with contact information and notes for these potential referral sources.
4. Conducts one on one and group presentation
5. Participates in cancer, HIV, diabetes, congestive heart failure and chronic kidney disease community events and other venues for outreach

**Other Duties:**

1. Available to perform other duties as requested by the Senior Director of Strategy
2. Assist other staff during heavy workload.

**Required Skills:**

1. Bilingual in Spanish
2. Ability to lift 50 pounds
3. Good organizational skills
4. Experience working with people with AIDS, substance abuse, or mental illness preferred
5. Computer literacy
6. Must be dependable and self-motivated
7. Ability to learn new software applications
8. Good communication skills and diplomacy interfacing with staff, clients, volunteers, and donors.
9. Professional
10. Experience in working with a diverse group of people
11. Ability to work in multi-person multi-activity space.
12. Must have valid California Drivers License, dependable car, clean DMV record, and proof of insurance.

**Vision Statement:**

At Mama’s Kitchen, we envision a community where all individuals with critical illnesses are no

longer vulnerable to malnutrition.

**Mission Statement**:

Mama’s Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

**Mama’s Kitchen Core Values**

**Dignity and Respect**: Focus on the individual is at the heart of everything we do at Mama’s Kitchen. Mama’s Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

**Reliability**: Mama’s Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama’s apart from other organizations.

**Integrity**: Guided by honesty, loyalty and a commitment to confidentiality, Mama’s Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

**Diversity**: Mama’s Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

**Team Work**: Mutual effort and unity are the ingredients that allow our mission to succeed.

**Equal Opportunity**

Mama’s Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

**TO APPLY: Send cover letter, resume and 3 references to kristine@mamaskitchen.org**