



Job Title: BILINGUAL COMMUNITY OUTREACH COORDINATOR

FLSA: Non-Exempt Full-time

Compensation: \$21.00 per hour

Supervisor: Director of Strategic Initiatives

Position Description: The Bilingual Community Outreach Coordinator creates the initial outreach strategy for Mama's Kitchen. This role is responsible for working with medical providers, case managers, and patients to explain Mama's Kitchen programs and the referral process.

The position also assists the Director of Strategic Initiatives in analyzing program data for contract reporting.

The ideal candidate will be passionate about the mission of Mama's Kitchen; possess a collaborative spirit and enjoy an open work setting and incorporate the highest levels of ethics and professionalism.

Primary Responsibilities:

1. Conducts analysis of current areas (by geography and by diagnosis) where Mama's Kitchen has a strong presence, and areas where we can expand our program reach
2. Develops and implements outreach strategy to increase referrals throughout San Diego County
3. Establishes and maintains relationships with physicians, clinics and community-based organizations
4. Makes outbound calls on a route basis and creates and updates database with contact information and notes for these potential referral sources.
5. Conduct telephone screening with potential new clients to assist with enrollment process
6. Conducts one on one and group presentation
7. Participates in cancer, HIV, diabetes, congestive heart failure and chronic kidney disease community events and other venues for outreach
8. Attends case manager meeting to strengthen relationships with external agencies
9. Analyze data from program outcomes
10. Tracks enrollments and goals for programs
11. Assists Director of Strategic Initiatives with government contract reporting

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

Please Note: to be consider for this position, please answer the following question: send answer in a separate document.

What is it about our mission that resonates with you?

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.

Updated December
2021

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 jobs@mamaskitchen.org