



Community Outreach Coordinator Job Description

The mission of the Max Higbee Center is to provide community-based recreation programs for youth and adults with developmental disabilities. Our enriching activities promote social, physical, emotional, and cognitive growth and development of our members. By engaging in MHC programs and activities, our members also achieve greater independence in their lives and increased involvement in the community.

In collaboration with the MHC leadership team, the Community Connections Coordinator will build and strengthen MHC's community-based partnerships. Focus will be on representing MHC professionally, building relationships with community partners, and conducting general marketing and outreach activities. This position will support outreach efforts in collaboration with the team to areas currently underserved by MHC to remove barriers to participation. The coordinator will perform administrative functions such as outreach tracking and participation in leadership activities.

This is a recently developed position at Max Higbee Center and the Coordinator will work closely with the MHC leadership team to develop and document the roles and responsibilities of this position.

Reports To: Program Director

Expected Hours: Average of 35 hours per week; a minimum of 32 required. Schedule is flexible with some evenings and weekends required to support outreach events.

Compensation: This is a coordinator level position with pay of \$19-\$20 per hour.

Paid Time Off: As a full-time position, this position will start with the following paid time off and will accrue more after 2 years of employment:

- 2 weeks of flexible, accrued PTO. Accrual will begin upon hire.
- 9 days of sick leave. All sick time is received upon hire.
- 4 weeks of paid holiday/program closures that are scheduled throughout the year

Other Benefits:

- \$100/month as an individual benefit to be used at your discretion. This benefit is intended to support employee health and well-being
- Discounted rates at Vital Climbing Gym
- Monthly professional development opportunities

Essential Job Functions include, but are not limited to:

- **Conduct outreach and marketing activities while professionally representing Max Higbee Center and its mission and values**
 - Manage MHC's newsletter and work with team members for contributions

- Support and lead pop-up events and presentations about MHC to schools and other local organizations (Community Transitions, Western Washington University, Whatcom Community College, etc).
- Maintain and grow relationships with local business and organizations to support activities in collaboration with the Program Managers and the Program and Recreation Services Directors.
- Be a spokesperson for MHC at community information fairs and fundraisers
- Maintain and update marketing materials as needed
- Manage MHC's social media accounts in collaboration with other team members
- **With supervisory support, conduct thorough needs assessment to under-served geographic areas of Whatcom County to inform and guide program development, including:**
 - Targeted outreach to contact members who have accessed programs in the last year
 - Assist in evaluating current programs and activities, including providing feedback and suggestions on improving program activities and community partnerships
 - Update information for and strengthen partnerships with supported living and supported employment agencies within Whatcom County
- **Develop new and maintain existing community partnerships and connections**
 - Advertise and communicate community activities and special events to the MHC team, members, and community at large
 - Provide support to special projects related to community connections and improving access to MHC, such as translation of MHC website and social media outreach
 - Provide support to MHC's special events and fundraisers like the 5k, annual play, and others to ensure member engagement
 - Coordinate the First Friday Art Walk, working directly with members to set up art items and be main contact for inquiries and payment as well as be the contact person for Downtown Bellingham Partnership
 - Act as point of contact with Western Washington University's Therapeutic Recreation programs and collaborate with the leadership team to develop TR internship opportunities
 - Explore and develop new partnerships that support MHC's programs and mission.
- In an effort to reduce siloed work and to improve collaboration, this position is expected to work 8 - 15 hours of program shifts. Schedule is flexible.

Required Qualifications:

- Supports Max Higbee Center's mission and values
- Excellent interpersonal and communication skills
- Self-directed and self-motivated, including the ability to take initiative
- Strong time management skills, including being punctual and reliable
- Strong leadership skills and ability to work with minimal supervision
- Ability to maintain confidentiality of staff, volunteers, and participants
- Willingness to grow with feedback and professional development opportunities
- Superb attention to detail and ability to meet tight deadlines for activity planning and events
- Ability to multitask and work in a dynamic, person-centered environment
- Proficient computer skills, including prompt email responses, and familiarity with Microsoft Office and Google Suite programs
- Must be able to carry a heavy (10 lb+) backpack during your shift and cover up to 5 miles in a shift
- Must be able to provide mobility assists to support members on outings, including people who use wheelchairs and walkers or are blind/vision impaired
- Must be current on vaccinations, including COVID-19, or able to obtain upon hire

- Must be able to pass an annual background check
- Must show or obtain CPR and First Aid certification within three months of hire
- Must be able to work in-person at our Bellingham, WA location

Desired Qualifications

- Bachelor's degree OR relevant experience/education
- Familiarity with running effective social media for a business/nonprofit
- Previous nonprofit experience
- Experience working with people with developmental disabilities
- Proficient with Zoom meeting management

Accommodation

If you are applying for a job or internship at Max Higbee Center and have a disability and need accommodation for the application process or job duties, please contact the MHC Program Director at (360) 398-6669.

Nondiscrimination/Equal Opportunity

Max Higbee Center does not discriminate against any person on the basis of race, color, national origin, religion, disability, sex, sexual orientation, gender expression and/or identity, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Program Director at (360) 398-6669.

To Apply:

Submit the following materials to admin@maxhigbeecenter.org

- Cover letter indicating your qualifications and experience
- Resume
- References (at least 2 professional references)