



JOB ANNOUNCEMENT

The Bill Sorro Housing Program (BiSHoP) is seeking applicants to fill the position of an Outreach Coordinator.

Organization: Bill Sorro Housing Program (BiSHoP) is a unique housing service center inspired by Bill Sorro's work to support low-income individuals, families, immigrants, veterans, seniors, people with disabilities, LGBT, and other highly vulnerable tenants from displacement.

Position Title: BiSHoP Outreach Coordinator
1.00 FTE

Overview: The Outreach Coordinator is responsible to outreach to priority populations and provide information about navigating various affordable rental opportunities and its systems within San Francisco.

Duties and Responsibilities:

1. Interacts with consumers from diverse social, economic and ethnic backgrounds;
2. Prepares and executes main outreach strategies to BiSHoP's target population regarding upcoming housing opportunities and other related resources;
3. Develops, creates and distributes program information through media including but not limited to brochures, flyers and presentations;
4. Plans relevant and responsive housing education and activities with community organizations in the SOMA neighborhood and citywide;
5. Commits to at least 2 housing literature drop-offs to community sites around San Francisco on a weekly basis;
6. Recruits and coordinates large groups of volunteers to support the program;
7. Builds and maintains relationships with organizational community partners including but not limited to attending community coalition meetings or neighborhood events;
8. Updates and maintains program's social media (e.g. Instagram, Twitter, Facebook) website and email;
9. Creates monthly reports regarding the progress of outreach for the program's funders;

10. Attends BiSHoP events, meetings (e.g. for staff, volunteers, funding agency), etc.;
11. Reports regularly to the Executive Director;
12. Performs other duties, as needed, to implement BiSHoP's work plan or assigned by Executive Director.

Skill in:

- Planning, organizational and follow-through skills
- Organizing outreach and creating educational material
- Developing clear written content for technical and non-technical audiences for use on the program's website, social media, email, etc.

Ability to:

- Maintain confidentiality and display good judgment
- Maintain effective working relationships with city administrators and employees, community non-profit and for profit partners, the public and other agencies.
- Plan, schedule and organize multiple priorities while maintaining a high volume of work.

Minimum Qualifications:

- Minimum one year experience working with low-income, immigrant populations
- Comfortable presenting to small groups or large audiences
- Bilingual capabilities preferred (Tagalog, *Spanish*)
- Must be computer literate (Microsoft Office, Google Apps)
- Maintains regular work schedule with flexibility to accommodate to weekend or evening events

Salary Wage: \$20.19/hr; 40 hours/week.

Benefits: Full benefits that include medical, dental, vision and life insurance.

How to apply:

Submit/Attach your resume, cover letter & work references to info@bishopsf.org