



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/Volunteer Coordinator
1.00 FTE

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

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 and clientele regarding organization's services, upcoming housing opportunities, and other related resources that is beneficial to BiSHoP's target population and clientele;
3. Develops, creates and distributes program information through media including but not limited to brochures, flyers and presentations;
4. Coordinate and plan 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. Outreach and recruit large groups of volunteers to support the organization;
7. Train and coordinate volunteers to support the organization;
8. Builds and maintains relationships with organizational community partners including but not limited to attending community coalition meetings or neighborhood events;
9. Updates and maintains program's social media (e.g. Instagram, Twitter, Facebook) website and email;

10. Report monthly regarding the progress of outreach and volunteers for the organizations' funders;
11. Attends BiSHoP events, meetings (e.g. for staff, volunteers, funding agency), etc.;
12. Reports regularly to the Executive Director;
13. 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.
- Creating program curriculum for volunteers

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: \$48,506

Benefits: Full benefits that include medical, dental, and life insurance. Vision is optional.

How to apply:

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