



Dutchtown Opportunity Coalition for Youth

Outreach Specialist

The Dutchtown Opportunity Coalition for Youth (DOCY) engages with youth to reduce their likelihood of being both victims and perpetrators of crime by connecting them to opportunities that pave a way towards graduation and/or employment. We will also engage intentionally with household members to identify needs and make referrals to supportive services for the. DOCY is seeking an Outreach Specialist to work to engage with youth ages 10-17 from the Dutchtown, Gravois Park and Mount Pleasant neighborhoods. This position will assist the program Manager with community engagement, event organizing, general program marketing and enrollment tracking.

Essential Duties:

- Assistance in planning and executing outreach events
- Maintains positive relationships and open communication with community providers and coalition partners
- Assure that the program metrics and requirements are fulfilled and are up to date on all reporting requirements
- Compile monthly progress reports on outreach efforts
- Maintain ongoing contact with participants until identified goals are met
- Make appropriate referrals to services/resources

Required Skills

- Excellent communication skills
- Experience with high level data management
- Functional knowledge of Microsoft Office programs
- Experience and/or training in crisis intervention
- Experience working with high risk youth
- Ability to develop and maintain relationships with community providers in the service area
- Ability to quickly develop and sustain trusting relationships
- Professional demeanor and excellent communication skills (written and verbal).

Qualifications

- Four year degree with relatable experience or relevant work or life experiences
- Ability to work a flexible schedule, including evening and weekend hours as needed

Must possess and maintain a valid driver's license and reliable transportation

Must possess and maintain proof of auto insurance.

Must be at least 21 years of age

No pending criminal cases or prior convictions for domestic violence (within 10 years) or prior convictions for sexual assault or child abuse. Must be able to obtain clearance from Mo Family Registry.

Hours per Week

Minimum forty (40) hours a week, evenings and weekends as needed

Salary Range

\$35,000.00 – \$36,000.00

Benefits

This full-time exempt position provides a full range of benefits, including fully paid health, dental, life, and short-term disability insurance, holidays, leave time, and incentive pay opportunities.

The Employment Connection is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employment Connection will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the agency.

To be apply for this position please email cover letter and resume to personnel@employmentstl.org.