

Outreach Coordinator

About Us: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

Position Summary: The **Outreach Coordinator** will market B1C programs and services to program participants and partners across a variety of digital and physical platforms and community locations. This full-time position reports to the Program Director and requires 4 days per week of in-person work. Occasional evening or weekend hours required.

Essential Duties:

- Create an outreach plan that increases awareness and builds strong relations in the diverse immigrant communities of Fairfield County
- Conduct focus groups and surveys to fine tune outreach to sub-segments of the immigrant community
- Work with program teams to develop plans that address specific services and initiatives for program participants; gather content from programs and work closely with the Events & Communications Coordinator to create relevant marketing assets
- Assist Communications team with content that can be distributed through all platforms: social media, monthly booklet & newsletter, video interviews, participant stories, partner news, etc.
- Manage text & email campaigns that align with individual program needs
- Network with organizations who serve the immigrant community, exchanging and sharing relevant program information between teams.
- Serve as brand ambassador, canvassing target areas and attending local outreach events and community fairs to promote B1C programs and services
- Plan and execute Welcoming Week & Community Day activities, including theme development and promotional materials.
- Ensure bulletin boards and other marketing materials at the center are consistent and timely
- Collect program photos and upload photography to FileCamp database

Required Skills/Qualifications:

- Fluency in Spanish and English with demonstrated written and verbal skills
- 2+ years experience in marketing, communications, sales or outreach services
- Bachelor’s degree or equivalent work experience in a social services field preferred
- Strong interpersonal communication skills, as well as confidence and the ability to present to groups of people from diverse backgrounds
- Ability to work in-person at least 4 days per week; occasional weekend outreach commitments
- Strong commitment to B1C’s mission, especially the empowerment of low-income immigrant populations